

**USE OF SCHOOL FACILITIES RULES AND REGULATIONS**

California law permits the Beaumont Unified School District Governing Board to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest. The Board of Education may also establish such terms and conditions of usage, as it deems proper, subject to the limitations, requirements, and restrictions set forth in the Education Code of the State of California.

The Beaumont Unified School District is increasingly called upon to serve the functions of recreation, citizenship training, and the use of leisure time. Since it is the policy of the District that school facilities be utilized to the maximum in order to provide the greatest service to the community, it is important that guidelines be formulated to implement adopted policies relating to the use of school facilities under the Civic Center laws.

These rules and regulations define which groups are eligible to use the school facilities, outline the application procedure, set forth the conditions of use of specific areas, list the State laws and Board rules and regulations concerning usage, and establish a table of charges for such use.

Eligible Organizations

Only recognized community organizations or groups qualified under the Civic Center Act may obtain non-profit use of school premises.

All applications terminate at the end of the approved use period and will not be valid beyond June 30 of each year. Administratively approved extensions beyond one year may be renewed consistent with Education Code and Board Policy provisions.

All juvenile organizations or groups must have satisfactory adult sponsorship and supervision.

Exempt

This category includes recognized student clubs, employee associations, parent/teacher groups, booster clubs, Boy and Girl Scouts, state educational institutions, etc.

Group I - Civic Center Groups, Public Service and Welfare Organizations

This category includes recognized student clubs, employees' associations, parent/teacher groups, booster clubs, Boy and Girl Scouts, State educational institutions, Beaumont Cherry Valley Park and Recreation sponsored community groups and Special Olympics. The District Superintendent/designee can waive Group II fees for Theater use if the organization is a local business organization with a valid 501(c)(3)/Non-Profit designation.

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**Group II - For-Profit Organizations**

This category is for commercial endeavors in which there is a charge or donations solicited and the funds raised do not go to the benefit of the students of the District or for charitable purposes, and/or which are private enterprise in nature. Religious organizations are included in this group.

All applications terminate at the end of the approved use period and/or will not be valid beyond June 30 of each year.

All juvenile organizations or groups must have satisfactory adult sponsorship and supervision.

A copy of the approved facility use form must be on hand with each use to prevent any confusion of permitted use.

Any sports related Use of Facility requests will not be approved more than 2 months prior to requested use.

Organizations that do not give written 24 hour notice of cancelation of use will be refunded less a \$25 dollar administrative fee and less any personnel cost incurred due to insufficient notice.

Pre-emption of the use of the facility may occur by district school programs with less than a 24 hour notice. While all attempts will be made to avoid pre-emption, applicants who request the use of the facility must be aware and acknowledge that this may occur. In these cases a full refund or credit will be granted or an alternate site location will be offered if applicable.

**A. Rules & Regulations for Use of Available Facilities**

**Furniture & Equipment Available for Use**

1. Furniture and equipment, other than stage equipment normally kept in the multipurpose or multi use room, will be available to the organization without special permit.
2. Any additional school-assigned equipment required must be obtained through arrangements with the Business Office and specified on the application.
3. The group must furnish its own operator if projectors are required and present evidence of the competence of the operator to the principal or designee.
4. In signing the Facility Use Agreement the applicant agrees that the group will pay for any damages to the equipment while in their use.
5. Special set-ups of chairs, tables, sound systems, or other requests will be charged for actual labor cost expended and any such requests must be noted on the application.
6. All requests for special lighting or other special equipment will be charged at actual labor cost expended, plus full charge for all materials expended and not recovered for future use.

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7. Any signs must be free standing and shall be provided at applicant's expense. No staples, tacks, tape, etc. shall be permitted.

**B. Damage & Mistreatment of School Property**

1. School property must be protected from damage and mistreatment and ordinary precaution for cleanliness must be maintained.
2. Groups shall be responsible for the condition in which they leave the school building or facility being used.
3. In signing the Use of Facilities application, the applicant agrees that in cases where school property has been damaged or abused beyond normal wear, or where unusual cleaning work is required, the cost will be paid for by the organization involved at direct cost incurred plus a 10% administrative service charge. All costs are determined at the district's sole discretion.
4. The use of any materials that would harm or damage floors, walls, concrete and paved surfaces are strictly prohibited. If you are unsure if the material you wish to use is harmful please contact the Maintenance and Operations department at 845-1787 and they can guide you.

**C. Decorations**

1. Arrangements for the decorating of school facilities must be made through the school Business Office.
2. Any decorations shall be erected in a manner that will not be destructive of school property and shall be approved by the custodian on duty.
3. The applicant shall be solely responsible for any injuries or damages sustained to any persons due to their decoration installment.
4. All decorations shall be removed at the termination of the activity.

**D. Stage Equipment Use at Elementary and Middle School Multipurpose Rooms**

Elementary level equipment available

- Microphones, simple sound system and hook ups available for PowerPoint presentations – user must bring their own projector and laptop computer
- Standard “stage” area/platform
- Lighting for “stage” area/platform is operated by one light and is not what one would consider standard stage lighting illumination quality.

Middle school level equipment available-Mt. View only

- Microphones, simple sound system and hook ups available for PowerPoint presentations – user must bring their own projector and laptop computer

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Standard “stage” area/platform

- Lighting for “stage” area/platform is operated by one light and is not what one would consider standard stage lighting illumination quality.
- Curtain

It is suggested that the Facility requestor contact the site secretary prior to submitting their application for use to determine if the “stage” area is available for their requested time(s) and date(s). Facility user must reference equipment they wish to have access to on the facility application.

E. Safety Precautions

1. In cases involving the use of the multipurpose room, or other large room, the number of people admitted or seated shall not exceed the regular capacity as established by law.
2. No classroom or single portable shall be occupied by more than 40 persons.
3. Decorations or personal property used shall be flame-proofed, as required by law.

F. Grounds Utilization

1. Horseback riding or the operation of equipment which constitutes a hazard or public nuisance is prohibited.
2. Power-driven vehicles, including utility carts, of any nature shall be operated on school playgrounds or athletic fields only if necessary and only by school personnel.
3. The flying of motorized model airplanes shall not take place on any school grounds.

G. Specially Equipped Areas

1. No specially equipped classrooms such as science rooms, art areas, and home economic areas will be available to the general public or non-school groups.
2. Industrial arts, service labs, and other similar instructional facilities are not available for public use except for educational institutional use (schools, colleges, and universities).
3. These facilities may be made available to educational institutions with a charge, in accordance with the fee schedule, under an administratively approved reciprocal program.

H. Pianos

Pianos shall not be moved from room to room. The applicant is responsible for any damage resulting from such use.

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- I. Buses
  1. School buses may be made available for recognized recreational groups when other public transportation is not available.
  2. Adequate adult supervision must be provided.
  3. Fees will be based upon actual time the driver is required at an hourly rate set by the district and on a fixed fee per mile for maintenance, wear and tear and fuel consumption.
  
- J. Kitchen Facilities
  1. An organization may use school kitchen facilities to prepare coffee and other refreshments and/or meals only if district personnel are present.
  2. Dishes and other equipment used should be rinsed thoroughly and stacked neatly in a dishpan which will be provided by Food Services personnel for this purpose.
  3. Food preparation equipment such as choppers, blenders, mixers, slicers, etc. shall only be used by trained Food Service personnel.
  4. If a group uses small items of school cafeteria equipment such as coffee maker, cups, saucers, plates, silverware, the Food Services Manager is authorized, if necessary, to have an employee come in an hour earlier in the morning to wash the equipment used by the group, and appropriate charges will apply regardless of what fee schedule they are rated at.
  5. At no time shall money be paid to any District employee for the payment of Use of Facilities. All Use of Facilities payments must be submitted to the Business Office located at 500 Grace Avenue.
  
- K. Aquatic Facility Use
  - The District pool may be reserved after the Athletic Director has provided the athletic calendar for the time period requested to the Business Office designee responsible for administering the program.
  - External Facility use requests do not get office area privileges. That area is off limits.
  - Internal Rule: No District employee shall supervise water sports or activities unless they have a valid lifeguard or water safety instructor certification on file.
  - The first scheduled pool user of the day is responsible for the removal of the pool covers and last group of the day is responsible for covering the pool. Each aquatic facility user, regardless of being internal or external, shall be responsible for the set up and removal of all necessary equipment during their scheduled use. This ensures that the pool is free and clear for the subsequent user. If the user scheduled immediately following the previous group is using the same equipment, then that common equipment may remain in place. The

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BHS athletic department shall establish and distribute monthly calendars to determine whether common equipment is involved.

- The District pool may not be reserved without valid copies of a lifeguard and/or water safety instructor certificate of the supervisors responsible for the swimmers.
- An approved copy of the Aquatic Facility Form must be available for review upon request from District personnel at all times.
- While all attempts will be made to avoid pre-emption, aquatic facility use can be pre-empted by District swim programs at any time or due to pool conditions and/or maintenance. If pre-empted, a full refund or credit will be administered.
- The District is compliant with Title 22 and Title 24 postings.
- The District shall post a sign that informs the user that a lifeguard is not provided for aquatic use.

### BEAUMONT UNIFIED SCHOOL DISTRICT POOL RULES

1. The following cancellation policy applies to all aquatic reservations
  - \* Cancellation notices must be received by District at least 24 hours in advance in writing. Cancellation notices can be faxed to 951-845-4561 or received via e-mail at [facilitiesuse@beaumontusd.k12.ca.us](mailto:facilitiesuse@beaumontusd.k12.ca.us).
  - \* Beaumont Unified School District may cancel/pre-empt any aquatic reservation due to pool conditions and/or maintenance or a District swim program event.
  - \* Cancellation fees may apply to applicant in cases of cancellation requests.
2. No animals, fires, alcoholic beverages, amplifiers, bands or disc jockeys (DJ's), live entertainment and/or charcoal grills permitted on pool decks.
3. The applicant is responsible to keep surrounding areas clear of trash during and at the conclusion of the scheduled use. This includes spectator and parking lot area. Applicant may be charged for any excessive clean up required at the appropriate rate on fee schedule.
4. Glass bottles or containers are prohibited in the aquatic complex.
5. The District does not provide electricity accessibility to pool decks for outside organizations.

The following RULES are designed for the safety of everyone. The Beaumont Unified School District reserves the right to amend these rules for the safety of its participants and also reserves the right to refuse service to any participant who violates any of these rules or ignores direction from District aquatic staff.

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**POOL RULES ARE DESIGNED FOR THE SAFETY OF ALL PARTICIPANTS**

No person(s) shall enter the aquatic facility without proper district personnel authorization

- Swimming is permitted only under direct supervision of certified persons. At the minimum, a valid certification of CPR and First Aid must be on file with District Office to be qualified to supervise swimmers.
- There is **No Lifeguard On Duty!**
- In cases of Emergency dial 9-1-1
- In cases of non-emergency call Beaumont Fire Department 951-845-3718
- In cases of civil disturbance call Beaumont Police Department 951-769-8711
- Nearest Emergency Hospital Facility:  
San Gorgonio Memorial Hospital  
600 N. Highland Springs Avenue  
Banning, CA 92220  
Phone: 951-845-1121
- All swimmers must wear proper swimming attire. Cut-offs and street clothes are not permitted in the pool.
- No running at any time!
- District is not liable for any personal valuables brought into the aquatic area.
- Rough play, horse play, chicken fights, and throwing/pushing people into the pool from the pool deck are not permitted
- Diving Rules:
  - No running take offs, inward or reverse dives are permitted off of pool deck or any other device not specifically mentioned.
  - Always face forward while on ladders in the pool.
  - Wait until the person in front gets to the side before you step onto the ladder.
  - Do not perform jumps or dives that will have you leaning backwards as you enter the water (i.e. can openers, figure 4s, twisters).
  - No backdives, cannonballs, or somersaults allowed from the pool deck.
  - Never jump or dive towards any object, including other swimmers, pool edges, or equipment.

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- Smoking, gum chewing, and spitting are not permitted in the aquatic area or on district property.
- Persons with open sores, cuts, bandages, or rashes are not permitted in pool
- Hanging on ropes or lane lines is not permitted.
- Possession of alcohol in the aquatic area or on district property is strictly prohibited.
- All pool covers must be completely removed before pool use.
- Pool covers must remain on pool when it is not in use.
- Pool gates must be closed at ALL times.
- A swimmers' log must be filled out daily in order to keep track of the quantity of chemicals necessary for the load.
- Provide practice schedules in addition to event schedules beforehand in order to make any adjustments in chemical application that is necessary.

\*\* Swimming is an inherently dangerous activity. Your adherence to these rules is necessary in order to minimize the risks involved in this activity. Furthermore, the District is not liable for any injuries, damage, loss, death, etc due to the applicant's passive or active negligence while using the District's pool or facilities.

L. Gym use – General Regulations

Internal use only: Use of the Gym at San Gorgonio Middle School or at Beaumont High School by staff not assigned to that site is to be pre-approved by the site administrator. A Master Calendar of your event or sport must be provided to the site principal, maintenance department and Business office designee so that overbooking is minimized.

The rules listed below are standard for all users:

1. Gym doors will usually be opened by site custodians. Custodial staff is on site from 6:30 am until 11:00 pm on weekdays, except for Holidays.
2. The Director of Maintenance can be reached in cases of emergency at 909-714-1914.
3. Use of any office areas adjoined to the gym is not included.
4. The day and evening Maintenance shifts can assist with gym entry from 5:00 am – 11:00 pm on the weekdays. The Maintenance Department can be called during the weekdays from 7:30 am- 4:30 pm.
5. In the event of an emergency the Maintenance Department has two employees on call Monday through Friday (11:00 pm – 5:00 am).
  - a) Primary Emergency Cell number 951-453-7466
  - b) Secondary Emergency Cell number 951-742-6905



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6. With appropriate scheduling gym use can be accommodated without having to issue keys.
7. Under approved and special circumstances if entry into the gym between 11 pm -5:00 am is necessary, temporary alarm codes will need to be issued. This is facilitated through the Maintenance locksmith.
8. No tape shall be used on the floor.
9. Only tennis shoes with rubber soles are to be worn when using the gym.
10. Trash is to be disposed of in appropriate receptacles before leaving.
11. Bleachers are not to be pulled out by anyone other than the site custodian or maintenance staff. For clarification, please sketch a layout of how bleachers should be reflected according to your facility use application. Please attach layout to facility use application.
12. At the end of each use a dry mop is to be run over the gym floor. One will be available. If there isn't one please ask the site custodian.
13. No drinks, other than water, sports drinks such as Gatorade or flavored water, are permitted inside the gym. In case of a wet spill please contact the site custodian.
14. Facility applicant is required to post signage that identifies the name of the organization, person in charge, and a copy of the approved facility use form; signage must also include emergency information for local police, fire and local hospital. Signage must be either a free standing easel or whiteboard provided by applicant. No signage is to be attached to any district property.
15. The District is not liable for any injuries, damage, loss, death, etc. due to the applicant's passive or active negligence while using the gym or district facilities.

M. Theater - General Regulations

Please Note: The Theater Manager is required for all use, including District internal use. Please see fee scheduled for specifics.

Internal Use only: All use of the Performing Arts Theater at Beaumont High School is to be pre-approved by the Theater Manager and is applicable to the approval hierarchy protocol listed below.

- Internal users are to follow all standard rules of conduct listed below, including proper supervision and must also follow the concession rules.
- School sites are not exempt from fiscal responsibility for any internal use that results in damage and will be billed for damages.

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Hierarchy for approval of use applies to internal users: Below is a listing of categories in regards to priority for use of the High School Performing Arts Theater:

- Category I users: District performing arts classes and activities scheduled and approved through the Performing Arts Theater application process.
- Category II users: Regularly scheduled school district instructional classes and state testing periods.
- Category III users: Other school district activities scheduled by ASB, Athletics and instruction-such as spelling bees, talent shows, etc.
- Category IV users: Performing arts activities sponsored by Beaumont Cherry Valley Park & Recreation-organization must show proof of affiliation.
- Category V users: Outside organizations not affiliated with Beaumont USD that conduct charitable, civic, community, cultural or educational activities that are appropriate for the facility where the use does not infringe upon, delay, or conflict with the normal operations of Beaumont Unified School District.

Public Use: Use of the High School Performing Arts Theater by non-school organizations must follow the listed procedures below in addition to the standard rules & regulations listed in this document:

- Organizations interested in using the facility must complete a Performing Arts Theater Use application and comply with all stipulations before being considered for approval.
- Organizations submitting an application for use must list all technical items anticipated for their use with the total power supply they anticipate will be needed. Prohibited equipment is listed as follows but not considered an inclusive list: smoke/laser, pyrotechnics, bomb tanks, herb cigarettes. This list is subject to change and any equipment not referenced can be denied based on safety and school code regulations.
- Organizations will be subject to a pre-walk through of equipment and close out walk through itemized damage report. Each walk through takes approximately 2 hours and is MANDATORY for approval of use.
- Organizations submitting an application and/or approved for use shall be subject to adhering to District set qualifications, which is a part of the Theater application.

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- Use of the High School Performing Arts Theater equipment shall be under the direct supervision of the Theater Manager and District employees that have been trained in the use of such equipment. *The only exceptions are:*
  - Audio Visual technicians with membership in USITT and have received certification through ETCP (Entertainment Technician Certification Program) such personnel must provide copy of valid membership and certification. This does not relieve the facility user financially from assigned District personnel or the replacement of the assigned District personnel.
  - District prefers facility user has a managing partner with USITT membership and an AA/BA degree or minor (24 units) in advanced A/V Design in Technical Theater to be present at all times.
- Organization is responsible for paying the set hourly rate for assigned District personnel per the fee schedule.

Hierarchy for approval of use: Below is a listing of categories in regards to priority for use of the High School Performing Arts Theater:

- Category I users: District performing arts classes and activities scheduled and approved through the Performing Arts Theater application process.
- Category II users: Regularly scheduled school district instructional classes and state testing periods.
- Category III users: Other school district activities scheduled by ASB, Athletics and instruction-such as spelling bees, talent shows, etc.
- Category IV users: Performing arts activities sponsored by Beaumont Cherry Valley Park & Recreation-organization must show proof of affiliation.
- Category V users: Outside organizations not affiliated with Beaumont USD that conduct charitable, civic, community, cultural or educational activities that are appropriate for the facility where the use does not infringe upon, delay, or conflict with the normal operations of Beaumont Unified School District.
- Approval of outside organizations will be on a first come first served basis subject to the scheduling categories listed above.
- Category IV and V organizations may not reserve the facility in excess of one year in advance.

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- Category V organizations may not reserve the facility prior to four months in advance of their scheduled event.
- The use of tobacco products are not permitted in or around any school District facility and/or property.
- Rental of the Theater does not include the use of any auxiliary theater equipment. Auxiliary equipment may be available for an additional charge, depending on availability. *Please reference fee schedule.*

Hours of operation:

- 7am-12am midnight
- Blackout dates are for deep cleaning and repair work and will pre-empt any scheduled use booked for those times.

Payment:

- 50% deposit is due upon receipt of approval of organization's requested use and is considered an estimate until final billing.
- Balance is due upon the receipt of the final billing. Final billing will include any damages found in the final walk through. Payment for your event is accepted via Check or money order and is payable to Beaumont Unified School District. No payment of any sort shall be made to a district employee for their services related to their event by the organization.

Liability

- Officers of the organization requesting use of the High School Performing Arts Theater shall be responsible for the conduct of the organization's members while using the school facility. This means that their event must have adequate supervision at all times.
- Officer's of the organization requesting use of the High School Performing Arts Theater must be on site prior to the admittance of any production staff or performer. In addition, doors shall remain locked until the time of use reflected on the approved facility use application.
- All non-District organizations requesting use of the High School Performing Arts Theater with juvenile members as performers must have satisfactory adult sponsorship and supervision.
  - There must be at least one full-time adult sponsor supervisor for each twenty (20) youths in attendance.
  - Any theater space, dressing room, booth, etc with minors present must have a supervising adult present.
- At least one usher is required at each house door. All ushers must be over the age of 16 and a minimum of two adult House Managers must be present to assist users in cases of emergency, enforcement etc.

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### Damages

- The District shall invoice for any damages that require the repair and replacement of any theater equipment, furniture, or in cases where exceptional custodial services are necessary for the Theater to be ready for school use the next school day. Any such invoices shall be payable upon receipt by the approved facility use applicant to whom permission was granted to use the High School Performing Arts Theater.
  - A deposit for lighting, electrical and AV equipment of \$500 is required. Appropriate amount of deposit will be returned once the final walk through has taken place.

### Concession Items

- *No food or drink* is permitted in the theater at any time. All concessions must be prepackaged and sold from the concession areas. Please note that sticky candy (i.e. gum, Skittles, Starbursts, Gummi Bears, taffy etc.) is not permitted to be sold for any theater performances. There are no exceptions. Any food, candy, and/or beverage sold at the concession is not permitted past the theater doors. Ushers will have the right to stop patrons from entering the theater until food/drink has been properly disposed of.
- The concession window may begin operations two hours prior to your event-this includes set up time and shall correspond with the open and closing of the lobby. During intermission the concession window shall be closed 5 minutes prior to the end of intermission.

### N. Restrooms - General Regulations

When the use of field facilities by non-school organizations requires that restroom facilities be available, the following procedures will be followed:

1. Non-building-accessible restrooms (restrooms that are accessible only from the exterior of the school):
  - The organization will be assigned restroom keys. The organization assumes full responsibility for the protection of school property and the return of the keys.
2. Building-accessible restrooms (those that allow access to the interior of the building):
  - A school custodian must be on site for supervision. The standard custodial fee will be charged if the hours of restroom supervision are not within the regularly scheduled hours. The organization assumes the full responsibility for the protection of school property.

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- O. Air Conditioning - General Regulations
  1. Any time a central air conditioning system is to be started for other than school district use, there may be a one-hour pre-start charge to cover start-up costs. These systems may be shut down at any time before the end of facility use at the wish of the user and charged for accordingly.
  
- P. Insurance - General Regulations
  1. All groups or organizations using District facilities shall be required to provide evidence of liability insurance coverage with limits acceptable to the District before the facilities are used. At the Business Office designee's discretion, an endorsed additional insured clause may be requested.
  2. Within the provisions of the Civic Center Act, organizations using District facilities shall be required to provide the District with appropriate "hold harmless and indemnification" agreement, pursuant to AR 1330.
  
- Q. District Charges for Direct Costs
  1. All direct costs shall mean any expense incurred by the District beyond its normally scheduled operating expenses. This includes, but is not necessarily limited to cost of labor, utilities, and wear and tear to equipment/facility.
  2. Rental rates do not include the use of specialized equipment, supplies, and personnel, other than custodial services when used during a normal work day.
  3. Fees will be charged based on the adopted fee schedule per group classification.
  4. Questions related to fee charges will be directed to the District's designee responsible for administering this program.
  
- R. Alterations & Repairs
  1. The applicant shall not make additions, alter, and/or make repairs to facilities, equipment, and grounds without prior approval. Requests are to be submitted in writing to the District's individual responsible for administering this program.
  2. If the proposed change results in a gift to the District, it shall be treated in accordance with the provisions of District policy on gifts, grants, and bequests.
  
- S. Use of Fields
  1. No organization is to use any District field without prior written approval from the District Office. The organization also assumes any risks involved with use of requested field/premises and accepts the field/premises as is. The District will not be held liable for any injuries, damage, etc due to the field conditions.

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2. No changes may be made in scheduled times and dates without prior written approval from the Business Office.
  3. No equipment of any type will be installed on any field without the prior written approval from the Business Office.
  4. No burning of field lines will be allowed. All lines will be painted or chalked.
  5. No one will use a field while it is raining or if the field is excessively wet.
  6. Watering of District fields will be conducted by District personnel only. Do not tamper with the time clocks or sprinkler equipment.
  7. All soccer goal posts and portable baseball fencing must be removed within five days after the last playoff game. After five days, the items will be removed by the District and the organization will be billed for the expense.
  8. All expenses incurred for additional sprinklers and quick-couplers will be billed to the requesting organizations regardless of where they are categorized on the fee schedule.
  9. It will be the responsibility of each organization to clean up the area after each practice or game. Any expense incurred by the District for clean-up work will be billed to the organization regardless of where they are categorized on the fee schedule.
  10. It will be the responsibility of each organization to assist in traffic control and security adjacent to the fields. Remember, the residents near the fields have a right to enter and exit their driveways and not to have personal property destroyed or damaged. Any such damage will be solely assumed by the organization and will not be incurred by the district.
  11. Organizations, regardless of Group I or II status must provide port-a-potties for their event at their own expense for events that have over 150 attendees. Organization must comply with all health requirements when choosing the amount of port-a-potties for their event and the type and must coordinate the delivery and removal of the port-a-potties with the Maintenance and Operations department at 951-845-1787. Maintenance and Operation staff can also provide local port-a-potty contact vendors upon request.
- T. Selection of Dates
1. Use of school facilities is discouraged on Sundays, school holidays and vacations, or two weeks prior to the opening of school.
  2. Such usage is restricted to events that cannot be held during the school week.
- U. Public Dances for Youth
- Public dances for youth will not be permitted.

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- V. Activities In School Buildings
  1. Smoking shall not be permitted in or around any school district facility and/or District property.
  2. No alcoholic beverages, liquors, or narcotics shall be used, consumed or brought onto the campus.
  3. Profane language, quarreling, or gambling shall not be permitted.
  4. No games of chance or lotteries, as defined by Section 319 of the California State Penal Code, will be permitted on school premises.
  5. Only school employees are permitted to use the school office or equipment, unless approved by the principal or designee.
  6. The school telephone is available only to employees for official business, except in emergencies.
  7. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not utilized and that the premises are vacated as scheduled.
  
- W. Application & Approval For Use of Facilities
  1. Applicant must complete the Use of Facilities form application and return it to the Business Office designee no later than ten (10) working days in advance of the proposed date of use.
  2. The District designee will review the form for completeness and compliance with District fees and regulations. If approved, the form is then forwarded to the site administrator.
  3. The site administrator shall check the availability of the requested use on the school master calendar prior to signing off on the approval section on the application and then shall send it back to the Business Office designee to forward to the next approver.
  4. The Business Office designee shall forward the application to the Director of Maintenance and Operations (M&O). M&O staff will verify the requested use against their schedule and if extra duty is required due to weekend use, an employee will be assigned. Any applicable charges will be referenced on the internal document for Use of Facilities and forwarded back to the Business Office designee.
  5. If kitchen use has been requested the Business Office District individual responsible for administering the program will then forward to the Director of Child Nutritional Services (CNS) for assignment of appropriate personnel for the requested use. The names of the Child Nutritional workers assigned and any applicable charges will be referenced on the internal document for the Use of Facilities form and forwarded back to the Business Office District individual responsible for administering the program.



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6. The Business Office District individual responsible for administering the program will then calculate the estimated total fees and notify the applicant of such charges and request final confirmation of acceptance for the use and terms.
7. Copies of the approved Use of Facilities application are then distributed as indicated on the form.
8. A deposit of \$75 for use of commodities will be included in the invoice to the facility user whenever kitchen use has been approved. CNS shall provide an itemized list of commodities used by facility user to Business Office Services to determine whether an additional charge or any refund is due to the facility user.

X. Billing

1. Groups or organizations will be billed according to the information reflected off of the approved facility use form and according to the fee schedule they qualify under.
2. Additional invoices may be billed due to group or organization going over their approved time. The timesheet of the assigned employee will be used to reconcile against the time reflected on the approved facility use form.
3. In cases where the group or organization goes under time a credit memo shall be applied to their invoice or if paid in full a refund will be generated. Again, the timesheet of the assigned employee will be used to reconcile against the time reflected on the approved facility use form.

Y. Canceling & Revoking Use Permits

1. If a group or organization finds it necessary to cancel a scheduled use, the district designee should be notified as soon as possible, but at least 24 hours prior to the scheduled use so that the appropriate personnel can be notified.
2. Groups or organizations shall be charged a \$25 administrative fee for any cancellations.
3. The group or organization shall be charged for any expense incurred by the District in opening the school should it fail to comply with the cancellation notice provision or any other provisions of the application.
4. Should a group meeting be canceled, any subsequent board or committee meeting of the same organization scheduled for the same time is automatically canceled, unless otherwise notified.

Z. Revocations

1. Any permit may be revoked without prior notice for violation of rules. The District is not responsible for any resulting costs, fees, etc of any organization due to such revocation.

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2. Where conflicting dates have resulted, or where need of the property for public school purposes has subsequently arisen, an alternate site will be made available, if possible. In such cases, if the organization had been previously billed, the organization will be either credited for the full amount of the pre-empted use or if the organization has paid in advance, a full refund will be generated.
3. For other causes, permits may be revoked at any time upon reasonable notice.
4. All permits are terminated automatically on June 30 of each year. Facility user must reapply for next fiscal year.

**AA. Hours Available**

1. The school facilities are generally available from 7:00 a.m. to 10:30 p.m. on weekdays, restrictions apply, and generally from 8:00 a.m. to 11:30 p.m. on Saturdays and Sundays.
2. Certain designated school facilities may be available from 3:00 p.m. to 10:30 p.m. on school days.
3. District facilities may be made available on an inter-district basis to other school districts sponsoring educational activities.
4. The applicant will comply with all other requirements for facility use.
5. Requests for exceptions to the hours listed must be made in writing, listing the reasons for the request, and presented to the Business Office designee at least two weeks in advance of the date in question.

**BB. Enforcing Closing Times**

1. The officers of the group are responsible for clearing the building by the closing time indicated in the permit.
2. Any group disregarding this rule will be assessed a fee sufficient to cover excess service costs as specified in the schedule of fees.

**CC. Fund Raising Event Guidelines**

1. A custodian must be assigned for entire use and paid for by applicant and will be available to assist on an as needed basis.
2. Applicant is expected to clean up after their event. This includes taking trash to outside trash receptacle, wiping tables off, putting away chairs and or tables.
3. If fundraiser is a cooking event, a minimum of two Child Nutritional Services (CNS) workers must be assigned and paid for by applicant per the fee schedule. The amount of CNS workers assigned will be based off of the type of event and amount of attendees expected and is at the discretion of the CNS Director a \$75 commodity fee shall be charged for all cooking events. Organization may be entitled to a partial refund for commodity fees not utilized.

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4. Applicant is expected to clean kitchen area after use, this includes washing dishes and putting dishes away with direction from district employees. Kitchen is to be left in the condition it was found.
5. A custodian will be assigned a minimum of one hour after applicant's scheduled use to clean and restock bathrooms, sweep and/or mop, and miscellaneous duties as necessary. The time assigned will be based off of type of event and amount of people anticipated to attend and is at the discretion of the Director of Maintenance & Operations. The applicant will incur all costs associated with their event.