USE OF SCHOOL FACILITIES

TERMS AND CONDITIONS FOR USE OF DISTRICT FACILITIES AND GROUNDS

General

1. No activity which may interfere with the educational program of a school or the District will be approved or permitted. Any violation of these Administrative Regulations, Board Policies, or other State or local law by any organization, or member of the organization, during use shall be sufficient cause for denying further or continued use of school facilities or grounds by the organization or member of the organization. No organization may obtain a Use Agreement of more than one year in duration.

2. Intoxicants, narcotics or tobacco products shall not be permitted.

3. Juvenile organizations must have adequate adult sponsorship and supervision.

4. All functions shall close by 11:00 p.m. unless special written permission is secured in advance. All premises shall be vacated at the time shown on the application. Deviations or departures from this rule shall be cause for cancellation of all future meetings or functions.

5. School facilities and grounds shall not be available at any time which might interfere with regular functions of the school, and said time will be determined by the Superintendent or person designated by him/her.

6. Charges for civic center use are payable seventy-two (72) hours prior to the use of the facilities or grounds. A deposit equal to fifty percent (50%) of the estimated charges will be required. This deposit shall be paid upon approval of the application.

7. When an application is filed and approved, it is considered to be in effect for the period stated on the Use Agreement. No Use Agreement may be for a period of more than one year.

8. School property must be protected from damage and mistreatment, and ordinary precautions must be maintained. Organizations shall be responsible for the condition in which school facilities and grounds are left. At the conclusion of each period of use, the organization shall pick up any trash, turn off lights and other utilities, put away equipment and, if applicable, lock or secure the facilities. Should school property be damaged or abused beyond normal wear, such damage will be paid for by the organization involved and shall be sufficient cause for cancellation of future meetings or
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functions.

9. If an organization requires extra chairs or tables etc., other than those which are assigned to the facility requested, a charge shall be made for moving chairs, etc. from other locations, as shown in the Statement of Use Charges.

10. No alterations shall be made to any school building, nor shall District furniture or equipment be moved except by authorized District personnel.

11. No alterations or additions shall be made to any District facility or grounds without first submitting a written request describing in detail the proposed change and receiving written approval from the District's Superintendent or designee to proceed. If approval is given, it is the responsibility of the organization to return the facility or grounds to its original condition. Failure to do so will result in the District billing the organization for the costs incurred by the District in restoring same and is cause to cancel future meetings or functions of the organization.

12. All draperies, hangings, curtains, drops and all decorative materials/props used within or upon the school buildings or grounds shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.

13. No animals of any kind are allowed on school grounds, except for certified service animals.

14. The organization representative shall keep a copy of the application and related documentation on-site during use of the District facilities.

15. No payment shall be made directly to an employee of the District. Tips and gratuities for any District employees are strictly prohibited.

16. Organizations using District facilities shall not imply, indicate or otherwise suggest in any way that their use and/or any related activities are connected or affiliated with, or are endorsed, favored or supported by, or are opposed by the District, unless approved in writing by the Superintendent or designee. No signage, flyers or other material may reference the District, any school name, logo or mascot, except to indicate location of the organization's event, unless approved in writing by the Superintendent or designee.

V. Buildings
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1. No preparation of any kind shall be used on school floors by organizations using the buildings for dancing.

2. Shoes with cleats or plates, or rubber soles or heels which mar or mark the floor are not permitted in school buildings.

3. Activities that involve constant physical contact (tackle football, karate, boxing, etc.) shall not be engaged in on school property without special permission from Superintendent or designee.

4. At no time shall smoking be permitted in classrooms, or any other District facilities, ground or other property.

5. The number of tickets sold for any event shall not exceed the regular seating capacity of any auditorium or other facility.

VI. Grounds

1. Knives or sharp instruments shall not be carried on school grounds.

2. Activities that involve constant physical contact (tackle football, karate, boxing, etc.) shall not be engaged in on school property without special permission from District Superintendent.

3. Hardball playing shall not be permitted unless direct supervision of an organized youth baseball team is provided. Hardball baseball shall never be permitted at elementary school sites.

4. Horseback riding shall not be permitted.

5. Skating and skate boards on school premises are prohibited, except in those areas specifically set aside for that purpose.

6. Climbing on buildings, fences or other facilities not intended for climbing is prohibited.

7. Firearms, including pellet guns, BB guns or sling shots are prohibited on school premises.

8. Archery shall not be permitted on school premises.
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9. Riding of bicycles (other than supervised bicycle activities), tricycles, scooters, motor scooters, go-carts and automobiles (except where specifically authorized) is not permitted on school premises.

10. School playgrounds shall not be available at any time for any activity which might interfere with the regular functions of the school.

11. Running of model cars or flying of model planes is not permitted.

12. Grounds shall be left in good order at the conclusion of any authorized activity and property shall not be misused, used for a use other than their intended use, or destroyed.


VII. Custodial Services

1. Free custodial services may be provided to those organizations qualifying under the free-use provisions of the Board's policy only in cases where the custodian normally would be at the assigned area or school site as part of his/her regular assignment. Additional time will be charged at the rate indicated in the Statement of Use Charges.

Unless waived by the Superintendent or designee or unless specifically noted elsewhere, there will be a charge for custodial service in accordance with the Statement of Use Charges.

2. The assigned custodian, at the direction of the Community Services office will be responsible for verifying the organization's authorization to use the facility or grounds, making the necessary arrangements to accommodate the meeting, cleaning and returning the facility to proper condition for school use, reporting any deviations or departures from the established rules, regulations and policies, and performing all services necessary for the intended use.

VIII. Cafeteria Services and Use of Kitchen Facilities

A supplemental application for cafeteria services or kitchen use must be submitted with the Use of Facilities Application. All such requests are subject to the review and approval of the Nutrition Services Director, however, the Superintendent or designee shall make the final determination approving or denying the requested use.
USE OF SCHOOL FACILITIES

Kitchen facilities are available under limited circumstances by organized organizations subject to the following conditions:

1. The use shall cause no interference with the school food services program.

2. All food and supplies shall be furnished by said organization. No food or supplies may be purchased from cafeteria stock. Unless permission is granted by the Nutrition Services Director, organizations using kitchen facilities may not use dishes, cooking and eating utensils, dish towels and cloths or any other supplies owned by the District. Organizations must request use of specific kitchen equipment (stove, refrigerator, etc.) and may use designated equipment only.

3. A cafeteria employee, assigned by the Nutrition Services Director, shall be on duty at all times. The chargeable personnel costs associated with this personnel assignment shall be based on current daily/hourly rates, including fringe benefit costs and overtime rates may apply.

4. The cafeteria employee assigned to the kitchen, shall be responsible for advising the organization of the proper use of cafeteria equipment, and shall see that District property is protected and that District supplies are not used.

5. Cafeteria personnel shall not assume responsibility for the preparation or serving of food or any of the cleaning duties.

6. Regulations set by the Los Angeles County Health Department and the California Health and Safety Code and the Restaurant Act of California shall govern food handlers when using school facilities.

7. Use of kitchen facilities shall be confined to adults.

8. Kitchen facilities shall be left in a clean and orderly condition. Failure to do so is sufficient cause for denying future use to that organization and the organization shall be charged for the labor involved in returning the kitchen to District standards.

9. Kitchen facilities are not available prior to 3:00 p.m. on days that school is in session

IX. Swimming Pool Use
Community Relations  

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1. No person, including a lifeguard, may enter the pool without another person present.

2. Whenever the pool is in use, a minimum of one (1) lifeguard who possess, as minimum qualifications, current certificates from an American Red Cross or YMCA of the U.S.A. lifeguard training program and who are trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation, must be on duty, present in the pool area and solely serving as a lifeguard rather than involved in instruction and/or maintenance.

3. Organization is responsible for compliance with all Codes and regulations, governing use of public swimming pools.

4. Organization is responsible for providing or confirming the presence of a cardiopulmonary resuscitation sign, emergency phone numbers and any other signage required to be posted in the vicinity of a pool, as well as a phone, life hook, life ring and first aid kit in a readily accessible location.

5. Organization must completely remove the entire pool cover, regardless of whether organization only uses a portion of the pool.

6. At the conclusion of each period of use, the organization is responsible for properly securing the pool covers of each pool used.

X. Furniture, Equipment and Technology

No electrical, mechanical, or other equipment may be brought on to a school site without the prior approval of the Superintendent or designee. In the event equipment is allowed to be brought onto District facilities, the District shall not be liable for any damage to the equipment or to the facilities by use of such equipment.

District-owned equipment, furniture and technology may be used by organizations on the following conditions:

1. Allowing use of any equipment, furniture or technology is at the sole and absolute discretion of the District and may be denied for any or no reason.

2. Requests for use of equipment, furniture or technology shall be included on the facilities use application form.

3. The person who has jurisdiction over the equipment, furniture or technology shall review
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all applications requesting use and shall recommend approval or denial of the requested use.

4. District may charge for use of equipment, furniture or technology as set forth in the Statement of Use Charges, or as otherwise determined by the Superintendent or designee. Users shall pay for personnel needed to set up equipment, furniture or technology, as set forth in the Statement of Use Charges.

5. The organization assumes the responsibility for such equipment, furniture or technology supplied and agrees to repair or replace any equipment, furniture or technology which might be damaged, lost or stolen while under the control of the organization.

6. The organization requesting the use of equipment, furniture or technology certifies that a qualified person will operate it, subject to approval of the Community Relations office. The District may require the user to pay for personnel needed to operate certain specialized equipment, furniture or technology, as set forth in the Statement of Use Charges.

7. Organizations using facilities which include a stage shall not remove or displace any furniture, pianos, or other stage equipment or make changes in curtains, lights, ceiling pieces, backdrops or other props (including changing the counterweight system or switchboard hookup) without prior approval, and then, only under the direct supervision of the school employee in charge. When the stage is to be used, full details in writing of personnel and equipment needed must be furnished in advance, including, but not limited to: lights, curtains, dressing rooms, ticket sales, stagehands, ushers, etc.

8. Furniture, equipment or technology available for use will be only that which is already available at the site requested. School furniture, equipment or technology is not available for use off District sites.

9. Facilities with specialized equipment, such as computer laboratories, science laboratories and ceramics studios, shall not be available for use under the Civic Center Act.

Adoption/Approval

PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

Date: __________, 2014