

Tracy Unified School District

Civic Permits Terms and Conditions

FACILITY USERS MUST CARRY PERMIT WITH THEM AT ALL TIMES

Requirement to Produce Permit. External Renters must inform all of their league officials, coaches and parents that District Security Department and/or any District employee who finds any organization on District property without a current approved Facility Use permit will be asked to leave, and a record of the incident will be documented. If a second incident of an External Renter being found on district premises without a permit, the organization will be sent a letter of warning. If a third offense occurs, the organization can and will forfeit their privilege of use of District property for one year. If the organization repeats the same offense the next year, the organization may lose privileges for two years then consecutively thereafter. If an organization is on District premises, does not possess a permit, and refuses to leave the premises, the Organization may lose privileges of use of district property. In these circumstances, the District Security Department is advised to call Tracy Police Department. Upon arrival and while remaining on District premises, External Renters must carry an approved permit with them at all times. Custodial staff will not open a facility if permit is not present. An electronic version of the Applicant's permit will not be accepted.

Electronic Equipment Prohibitions. To conserve energy, reduce costs, and improve safety, the Tracy Unified School District prohibits external users from using appliances, including but not limited to refrigerators, fans, coffee pots, space heaters, radios, computers, printers, televisions, copiers, fax machines, etc., unless expressly authorized on the approved permit.

Rules of Conduct. Unreasonable conduct, as determined by the District and in the District's sole discretion, of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent or contrary to the best interest of the community is classified as unreasonable. **SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY.** External Renters or groups using school facilities under the provisions of Board policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair any damages and may deny the organization further use of school facilities. The organization shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to District property. No activity will be permitted which is in violation of local, state, or federal law. It is the External Renters' responsibility to make sure their guests adhere to the rules. Food and drinks, including water are prohibited in all main and sub-gymnasiums. External Renters shall never leave a rented building or stadium unattended and will be held financially responsible in the event of loss or damage to District property.

Conditions of Facilities. External Renters and any of their attendees shall be responsible for the condition in which they leave the facilities. The rented area should be left in the same condition in which You arrived. Custodians only provide approved requested equipment – they do not set-up

for Your event. Any abuse or misuse of facilities, including playing fields, shall be reported immediately to the Director of MOT. External Renters agree to reimburse the District for all costs incurred in repairing damages including, but not limited to the facility, furnishings, fixtures, grounds, and/or additional cleaning/litter removal required outside of the normal scope for said facility, which occurred in connection with the External Renters' activity and caused by the renter, sponsoring External Renters, and/or attendees. Reimbursement for such expenses will be in addition to the security deposit. Failure to pay immediately for damage shall be grounds for denial of future facility requests. Any abuse or misuse of District facilities may be grounds for refusal of future facility requests. External Renters will be charged the actual cost of cleanup if litter, trash, or garbage remains on campus. The rented area should be left in the same condition in which you arrived.

Location of Fire Exits. External Renters and their attendees must be aware of the location of emergency exits at all times.

Maximum Occupancy. Due to Fire Regulations, the number of people present, at any activity, shall not exceed the posted occupancy chart listed in District Administrative Regulation 1330.1 Facility Use Policy.

District Right to Cancel. The District reserves the right to cancel scheduled facility use activities to accommodate unanticipated conflicts with school activities, or to perform scheduled, emergency maintenance or facilities development of district facilities and grounds.

Application Processing. Because the District must process applications and schedule staff to open and close the facilities, cancellations and revisions must be made at least **seven (7) calendar days** in advance of a scheduled event. Events which are not cancelled prior to **seven (7) calendar days** before event, and for which no notification is made, shall forfeit all fees. External Renters are allowed two (2) revisions (changes, additions or cancellations) to each approved permit without additional cost. Any additional changes will result in additional charges of administrative processing fees. Additional dates may not be added to an approved permit. All changes require submission of a new application. Cancellations may be made up to 24 hours after an outside event when a rainout occurred and when no cost of labor or utilities was incurred by the district. Rainout notification must be made before or on the day of cancellation by email or voicemail.

Emergency Stand-By. In the event the assigned district employee is not present when scheduled contact the security department Monday-Friday after 5:00pm at (209) 321-0242, 321-0036. On weekends and holidays call 321-1329 and 321-3417. If You call the weekend stand-by person out for any reason other than an emergency, external renter will be charged an additional two (2) hours

of custodial fees. Security and Stand-by will ask You for your approved permit before they open any doors.

Arrival Time. If You arrive late to Your approved arrival time, the assigned custodian is not required to wait more than 15 minutes. If You notify Stand-By or Security to assist Your facility use, You will be charged for additional custodial hours.

Check-In and Check-Out Form. Assigned Custodian and External Renter completes Check-In and Check-Out form for facility use rental.

School Kitchens. The use of school kitchens requires authorization from the Food Services Department. Payment must be made in full to the Food Services Department in addition to the facility use fees. Per Article 3.3 and 3.4 of the Master Agreement between the District and the California School Employees, cooking is strictly prohibited unless a District food service worker is hired to supervise the work, and a food service worker and custodian are secured for event. Failure to meet these requirements may result in loss of the privilege of facility use.

Land Line Phones. Land line phones are not available in pool areas.

Use of District Furniture and Equipment. When scheduled External Renters use District furniture or equipment, External Renters shall inspect said furniture and equipment prior to use to ensure the safety of External Renters' participants.

Advertising. External Renters are not permitted to post banners or advertisement during regular school hours and only may do so during their scheduled facility use time. Regular school hours are defined as 7:00am-6:15pm Monday through Friday every week of the calendar year except Christmas Eve and Christmas.

Keys. Room and Stadium keys required to carry out any and all activities shall remain in the possession of authorized District employees. Keys shall not be turned over to individuals, External Renters, clubs, associations, etc. Buildings shall be opened, attended, and closed by an authorized employee of the District. External Renters of grass fields may be issued a gate key to avoid custodial overtime fees by filling out the Gate Key Request form along with a key deposit of Two Hundred Dollars (\$200.00) by cashier's check made payable to District in addition to the security deposit for damage or fee issues. If Your organization does not return the gate key at the time requested, You forfeit the key deposit cashier's check and future applications will not be accepted.

No Modifications. All rented facilities shall be returned in the same condition as existed prior to the rental. Renters shall clean up spills, pick up trash, and place trash in trash receptacles. Any materials placed on wooden gym floors and walls during meeting shall be attached with blue painter's tape.

Parking Lots. District parking lots are to be used for parking only and ancillary activities associated with other pre-approved uses of district facilities listed in appendix B to the Facility Use Rental Policy, Schedule of Community Rental Fees. There shall be no parking of any non-district vehicle on District Property other than in designated parking lot areas. External Renters

are responsible for removing any trash brought onto district property by participants involved in their approved facility request.

No Flames. No activity which External Renters uses an open flame is allowed on District property, with the exception of adults authorized to barbeque, the authorized use of candles and luminaries, contained blazes generated by Tracy Fire Department for teaching purposes, the use of Sterno by employees of the District Food Services department, and Bunsen Burners or other curricular uses in science classes. External Renters shall not, under any circumstance, allow a flame within 10 feet of any building. A fire extinguisher must be present whenever a flame is burning. Whenever a flame is ignited, External Renters must follow safety procedures recommended by Public Safety agencies.

Barbeques. Ensure barbeques are 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Never dump grease, oil, briquettes or barbeques anywhere on TUSD property or garbage cans or dumpster. If accident spill occurs, custodian is to provide an oil absorbent and clean properly. Ensure barbeque grills are operated on concrete or asphalt surfaces only

By clicking in the box that you acknowledge you have reviewed, understand, and agree to follow the facility use terms and conditions as set forth in: this Agreement, the District's AR 1330.1 Facility Use Rental Policy, and any use permit issued to External Renter.