

School Facilities Administrative Regulations

GENERAL INSTRUCTIONS

1. Incremental time will be charged by the hour. ½ hour increments will be charged one hour.
2. Cancellations must be made at least 7 days in advance of the scheduled use for a full refund.
3. Cancellations made less than 7 days in advance shall receive no refund.
4. Cancellations requests are accepted only in writing.
5. First priority is to the School District and its programs and/or school-related activity. Only Board approved organizations, per Board policy, may obtain use of school premises.
6. All juvenile organizations or groups must have satisfactory adult sponsorship and supervision.
7. Applicants for the use of school facilities on behalf of an organization shall be a member of such organization and must present written authorization from such organization unless the applicant is an officer.
8. Fees will be assessed separately for custodial/monitoring services and rekeying at the discretion of the site manager.
9. Facility users shall abide by key policy regulations (see below for more details)

GENERAL RULES

10. Sections 10900-109145 of the California Education Code are the basis for these rules and are considered to be part of this application.
11. A permit may be revoked without prior notice when conflicting dates have resulted, when the facilities are needed for subsequently developed public school purposes, or at the District's discretion.
12. Persons or organizations using school premises shall not be permitted to remove or displace furniture or apparatus.
13. Access to rooms or facilities other than those approved by application shall NOT be permitted.
14. There shall be no intoxicants, narcotics or tobacco used in or about school buildings and premises, nor shall gambling be permitted.
15. Animals are prohibited on district facilities except as may be used for furthering an instructional program or other school-related purposes or as needed by handicapped persons.
16. Users of computer labs must be pre-approved by the district Director of Technology.
17. Juvenile organizations must have acceptable adult sponsorship and supervision that will maintain good discipline and prevent property damage.
18. The use of school premises will NOT be granted when, in the opinion of the administration, there is a possibility of damage or injury to school property.
19. The use of school premises requires that any rooms used be left in the condition originally found and that all lights be turned off and doors locked before leaving. Clean-up charges will be assessed if the District has to get cleaning done as a result of the Facility Use.
20. Failure to comply with any or all of the provisions of the District Policy and Regulations shall be cause to deny future use of School Facilities to a group or organization.

RESTRICTIONS

School facilities shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.
4. Any use, which involves the possessions, consumption or sale of alcoholic beverages, or any restricted substances on school property.
5. Tobacco use in district facilities or on district property is prohibited and shall be governed by Board Policy.
6. Any use by district employees for personal or for-profit activities.
7. Any use by commercial or for-profit organizations.
8. Any activity or function that involves any form of gaming.

Availability of school facilities not on the fee schedule will be determined on a case-by-case basis through consultation with the transportation Administrative Assistant.

All permits will be issued for specific times. All functions shall begin and end as per the times stated on the approved use permit.

Access to rooms of facilities other than those approved on the use permit is not allowed.

KEYS TO SCHOOL FACILITIES

The responsibility of checking out keys for the facilities (excluding BPAC as keys are not given out) is with the M&O department. Keys shall be picked up by appointment at M&O, located at 1410 S. Amphlett Blvd., San Mateo, during the business hours of 8:00am to 4:00pm. Keys shall be returned to M&O no later than 2 days following the rental period. A charge per room for re-keying will be assessed for lost keys.