

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## RULES AND REGULATIONS GOVERNING THE USE OF BUILDINGS, GROUNDS AND EQUIPMENT FOR NON-SCHOOL PURPOSES

### RESTRICTIONS AND PROHIBITIONS

1. All rules and regulations of the Board of Education, the Education Code Provisions of the State, and the administrative policies of the Hacienda La Puente Unified School District, are to be observed strictly by those using school property and facilities. Any departure from the rules and regulations must be authorized by the Board of Education and there shall be exceptions only for those specific instances.
2. School premises shall not be used by groups later than 11:00 p.m. unless special permission is secured in advance.
3. School premises shall not be used by groups earlier than 12:00 Noon on Sunday unless special permission is secured in advance.
4. It shall be the general policy of the Board of Education that the school property shall not be used on Sundays for special events and requests shall be referred to the Board of Education for consideration. Programs which commemorate special events and are under the immediate direction of the principal of the school are exempted from this policy.
5. School premises shall not be used by any person or group as a political campaign headquarters for any purpose.
6. No person or organization other than the authorized holder of the permit shall distribute any literature or any other item or articles at a Civic Center meeting.
7. The use of any material or device which constitutes a fire hazard is expressly prohibited. The use of candles or any other open flame is prohibited.
8. The use of profane language, the use of tobacco in any form, possession or use of intoxicating liquor (Section 25608, Business and Professional Code), quarreling or fighting, betting or any form of gambling, and the conducting of raffles or lotteries is expressly prohibited on school property.
9. Any person or group to whom a permit is issued for the use of school premises shall be responsible for loss or damage, if any, which results from the meeting or activity. Every such application shall be accompanied by a **certificate of insurance** in the amount of \$1,000,000 naming the Hacienda La Puente Unified School District as additional insured and shall contain a warranty and agreement whereby the applicant agrees to hold the school district harmless from any liability or damage which may arrive by reason of such use, and whereby the applicant also agreed to reimburse the district for any loss or damage to school property caused by such use (wear and tear excepted).
10. Failure on the part of the authorized holder of the permit to abide by the provisions of the Board of Education may result in denial of future use of the school facilities.
11. For all groups of minors using school facilities, an adult supervisor must be present at all times.
12. A cancellation of a reservation must be made by telephone not less than 48 hours before the effective date. Authorized holder of the permit will be held responsible for payment of a custodian's time in case of failure to use the permit without proper cancellation.
13. School officials will not cancel a permit within 30 days of the date of the event unless forced to do so by an unavoidable circumstance.
14. The Board of Education reserves the right to revoke permission for use of any school facility at any time.

### USE OF SCHOOL EQUIPMENT

Audio-visual equipment shall be used by groups only when in connection with use of buildings and grounds. The request for this use must be included in the regular request form. Equipment must be operated by a Hacienda La Puente Unified School District employee.

Moving or changing facilities, such as furniture, stage equipment, lighting, etc., shall be done only under the supervision of the District representative supervising the use of the facility. Only the facilities, equipment, set ups, etc. specifically requested by the group and approved on the proper form by the District will be eligible for use by the group. The supervising employee is not authorized to amend the written provisions of the approved application.

### KITCHEN USE

The use of the kitchen for the preparation or serving of food shall be restricted to persons, firms, corporations, groups, clubs or associations desiring such use in direct connection with meetings involving children's activities of the District, or with the functioning of State-controlled public education or some phase thereof in general. Any such use shall be under the direct management and control of cafeteria employees of the District.

When the use of kitchen is desired, the following procedures are to be followed:

If members of the group using the facilities expect to prepare and serve food and clean up afterward, a cafeteria employee, appointed by the Cafeteria Supervisor, shall be present to open up the kitchen and supervise the use of the equipment. A cafeteria employee is on duty in a supervisory capacity. However, the organization using the kitchen is responsible for having its members present to do the actual work of preparation and cleaning up. The cafeteria employee's primary purpose is to (1) protect District property, (2) give instructions in the proper use of equipment, (3) see that regulations set up by the County Sanitation Department and the School District are complied with.

Organizations using the kitchen must furnish towels, cookware, utensils, paper goods, sugar, cream, and all other supplies to carry out their activity.

Organizations may be granted access to the kitchen for water, preparation of coffee, and use of serving counter if the principal is available. At no time is the cafeteria kitchen to be open for use without a cafeteria employee present the full time, with the exception of the previous item.

### STATEMENT OF INFORMATION

The undersigned hereby accepts and agrees to comply with all Rules and Regulations of the Board of Education of the Hacienda La Puente Unified School District pertaining to the use of school facilities, and agrees to hold the school district harmless from any liability or damage which may arrive by reason of any such use.

"The undersigned further states that, to the best of his knowledge, the school property for use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime including, the crime specified in Section 11400 and 11401 of the California Penal Code. I certify (or declare) under penalty of perjury that the foregoing is true and correct."

Any person or group to whom a permit is issued for the use of school premises shall be responsible for loss/damage, if any, which results from the meeting or activity. Every such application shall be accompanied by a certificate of insurance in the amount of **\$1,000,000**, naming the Hacienda La Puente Unified School District as additional insured and shall contain a warranty and agreement whereby the applicant agrees to hold the school district harmless from any liability or damage which may arrive by reason of any such use, and whereby the applicant also agrees to reimburse the District for any loss or damage to school property caused by such use (wear and tear excepted).