

**USE OF ROP FACILITIES**

**Application for Use of Facilities**

The ROP requires the following be obtained from individuals, groups, organizations, clubs, or associations (collectively referred to as “organizations” in this administrative regulation) who apply for use of school facilities or grounds:

- A. Completed application and agreement for use of school facilities (Use Agreement)
- B. Hold Harmless Agreement
- C. Certificate of Insurance
- D. Terms and Conditions Of Use

The ROP requires organizations to provide proof of bodily injury and property damage liability coverage or financial responsibility in the minimum amount of \$1 million combined single limit with the ROP as an additional named insured. Organization must provide endorsement showing ROP as an additional named insured. The policy must provide that in the event of cancellation of coverage, a minimum of thirty (30) days’ written notification will be provided to the ROP by mail with no restrictions. The standard cancellation clause which states that "failure to mail such notice shall impose no obligation or liability" is not acceptable.

*FEES*

Any fees shall be charged in accordance with board policy. The actual amount charged will be pursuant to the ROP’s schedule of use charges.

*APPLICATION FOR USE AND SCHEDULING*

Application forms for use of school facilities and grounds shall be obtained through the business services office and shall be completed in accordance with ROP board policy no. 1330 and this regulation. Organizations must submit a separate application for each ROP facility or grounds the organization is requesting to use. Five (5) copies of the signed and fully completed application must be submitted to the business services office. Applications must be filed at least three (3) weeks in advance of the requested time of use. All scheduling of civic center use shall be made through the business services office, with the consultation and approval of the site administrator. The business services office will assign charges and staff as appropriate and notify the school site administrator in writing.

## **USE OF ROP FACILITIES** (continued)

Final approval of facilities and grounds usage shall be made by the Director of Business Services, or other designee.

While the ROP encourages widespread use of all ROP facilities and grounds by the community, it desires to limit usage during those periods when the facilities and grounds are not used for school purposes in order to realize energy cost savings and facilitate cleaning programs. School facilities and grounds use may be limited during summer, spring, and winter vacation periods.

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they do not intend to use school premises or facilities to commit unlawful acts.

## **TYPES OF USE**

Subject to ROP policies and regulations, school facilities and grounds shall be available as a civic center for the following purposes: (Education Code § 38131):

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care or day care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center

**USE OF ROP FACILITIES** (continued)

8. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization
9. Other purposes deemed appropriate by the Baldy View Regional Occupational Program Commission

**Restrictions**

The ROP shall not grant the use of school facilities or grounds 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. Any violation of board policy, administrative regulation, or other applicable law, by any organization, or member of the organization, during use shall be sufficient cause for denying further and/or continued use of school facilities or grounds by the organization, or member of the organization
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 schoolwork. No activity which may interfere with the educational program of a school or the ROP will be approved or permitted
3. Any use which involves the possession, consumption, or sale of alcoholic beverages, tobacco, or any other restricted substances on ROP property
4. Any unauthorized use of school facilities by an organization, or member of the organization, outside of the scheduled time and/or location set forth in the use agreement shall be sufficient cause for denying further and/or continued use of school facilities or grounds by the organization, or member of the organization
5. Any advertising on school facilities and grounds except as allowed by ROP policy specified in BP 1325 - Advertising and Ppromotion

**Damage and Liability**

Groups, organizations, or persons using ROP facilities or grounds shall be liable for any property damages caused by the activity. The Commission may charge the amount necessary to repair the damages and may deny the group further use of ROP facilities or grounds. (Education Code § 38134(f).)

**USE OF ROP FACILITIES** (continued)

Any group or organization using ROP facilities or grounds shall be liable for any injuries resulting from its negligence during the use of the facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code § 38134(i).)

*Legal Reference:*

EDUCATION CODE

38130-38139 Civic Center Act

This Regulation supersedes any prior regulations adopted or approved by the ROP pursuant to the Civic Center Act.