

SALINAS CITY ELEMENTARY SCHOOL DISTRICT

Maintenance Department
39 Clark Street • Salinas, CA 93901
Phone: (831) 753-5693 • Fax: (831) 753-5208

USE OF DISTRICT FACILITIES

Rules, Regulations and Fees for Use of District Facilities

1. Applications must be submitted to the Maintenance Office at least thirty (30) working days preceding the date(s) of use and no further out than 6 months (no exceptions will be made).
2. A Certificate of Liability Insurance MUST be submitted to the District and the District must be listed as a policy holder before any type of process can commence.
3. All fees, if any, must be paid at time of event approval.
4. Applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
5. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirements for District personnel.
6. School premises shall not be available on such occasions or during hours that interfere with the regular functions of the school.
7. All requests for the use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, offensive or injurious.
8. All permits will be issued for specific rooms/grounds and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not disturbed, and that the premises are vacated as scheduled.
9. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision.
10. There shall be **NO SMOKING** on premises. **NO ALCOHOLIC BEVERAGES** shall be brought to or consumed on the premises. Profane language, fighting or gambling will not be permitted on District property.
11. The authorized District personnel shall open the building only upon presentation of a Facility Use Application properly issued and signed.
12. No alterations or physical changes shall be permitted in or on any campus facility including buildings or playing fields. **NO PESTICIDES, HERBICIDES OR RODENTICIDES OF ANY TYPE SHOULD BE APPLIED TO, OR USED ON DISTRICT PREMISES WITHOUT THE PRIOR CONSENT AND AUTHORIZATION OF THE DISTRICT'S SAFETY MANAGER.**

13. Organizations wishing to use the facilities during the summer months may submit applications at any time during the year, but these applications will not be considered if submitted after May 1st.
14. The District may require as a condition of approval that the applicant furnish adequate security officers.
15. Any cancellations need to be within 72 hours of the event in order to avoid any unnecessary charges for District personnel. If the applicant does not cancel within 72 hours, a minimum of 4 hours @ \$30.00 hr. will be charged.