

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
Gate Card Access

We are in the process of enclosing all of our schools with gates. What does this mean for you? In order to have access to the campus you will need to obtain a gate card.

The process for getting a gate card is as follows:

- All organizations must submit a notarized letter certifying that coaches, assistant coaches, manager and group leaders practicing on SCESD fields have gone through a background check which includes check for sexual offences. **Only original letter/documents will be accepted with blue wet signature.**
- A \$15 refundable deposit (provided cards are returned and not damaged) **for each card** requested and a \$25 non-refundable processing fee. **Only cashier's checks will be accepted.** One cashier's check for the deposit of gate card(s) and one for the processing fee.

Once the letter and all fees have been turned into our office located at **39 Clark St.**, cards will be issued. We will notify you when cards are ready to be picked up (*can take up to one week*). They will not be prepared the same day you bring in your letter & cashier checks so please plan accordingly. Only one card will be issued per coach/team/instructor. **If all cards issued are not returned within 5 days after the last day of request on the Use of Facilities, we will keep the entire deposit amount.** If a card is lost or stolen you will be charged \$15 for each card. Our office must be notified immediately if any cards are lost or stolen.

Cards can only be used during the times specified on the application. Coaches/Assistant Coaches/instructors are never to lend their cards to others. Coaches/instructors and parents must park off school grounds, unless prior arrangements are made and noted on the Use of Facilities.

Please make cashier's checks payable to SCESD Maintenance Department.