

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
Parking Lots, Hard-Top and Lawn Areas

The Salinas City Elementary School District herein confirms with the applicant the district policy for use of the subject facilities policy when using District Parking Lots, Hard-Tops and Lawn Areas.

Please check with the school administrator for approval and the best location for the Portable Toilet(s). Portable Toilet(s) must be removed from school premises no later than 1 (one) week after Facility Permit expires.

Teams using school playfields can opt to have temporary portable toilet rooms installed inside of a storage container (preferred) or a temporary fence enclosure. The team is responsible for installing and removing any container/portable fence enclosure and the portable toilet rooms. The site principal, head custodian and the maintenance team leader must approve location of any temporary/portable facilities. Teams must make arrangements for toilets to be serviced during non-school hours.

If for any reason the school District has to act on a Portable Toilet issue, any incurred expenses will have to be reimbursed by the organization before any other Facility Use can be contemplated.

All organizations using Parking Lots, Hard-Tops and Lawn Areas must deliver a certificate of Liability Insurance to the Maintenance Department prior to receiving approval for used of the requested facility(ies).

Organizations are required to clean the Parking Lots, Hard-Tops and Lawn Areas after each use. That means picking up your trash, putting it in plastic bags and off-dumping.

Use of the Parking Lots, Hard-Tops and Lawn Areas only on dates and times assigned to you; call our office before the expiration date to renew the permit if you want to continue using it (subject to additional fees).

Do not use any electrical equipment without prior approval from the school's administration office and maintenance office.

Vehicles are not allowed on grass areas; or red curb areas.

Adult supervision must be enforced at all times to avoid access or damage to unauthorized portion of buildings.

If assigned an electronic gate card; Do not arrive before your assigned starting time. Gate card will not work prior to assigned start time.

Absolutely **"NO Alcoholic Beverages or Smoking are allowed on School Properties"**.

If any of the above conditions are not met, you will be under penalty of revocation of permit. If you have any questions or concerns, please call the office.

Name *(Please Print)*

Name of Organization

Signature

Date