

Application for Use of Facilities

Any person applying for the use of 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 uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Requests for use of facilities must be generated through the District's official website link at www.nlmusd.org.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 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 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 youth may participate regardless of religious belief or denomination.
7. A community youth center.
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization. A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board.

Restrictions

School facilities or grounds shall not be used 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
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or schoolwork
3. Any use which involves the possession, consumption, or sale of drugs, alcoholic beverages or any restricted substances, including tobacco.
4. Any profane language, quarreling, fighting, or gambling on or about the school buildings or premises.
5. Any use of restroom facilities except as designated by the District.
6. Any use before 8:00 a.m. or past 9:00 p.m. except for auditorium and stadium use which may not go past 11:00 p.m. User groups must vacate the premises within 30 minutes of the ending time.
7. Any overnight use by an individual or group.
8. Any pyrotechnic devices or fireworks, open flame or smoke/fog machines.
9. Any animals except service animals as authorized under the Americans with Disabilities Act for disabled persons.
10. Use of athletic fields during adverse weather that might cause damage to the fields and/or unsafe playing conditions.
11. Groups must observe ordinary rules of cleanliness and shall not leave any facility littered with paper or trash. If facilities left littered and unsanitary, the using organization will be invoiced for the cost necessary to clean the facility.
12. Any use involving exhibits, concessions, shows, games or rides in any combination.

Items that shall not be allowed on fields and tracks with synthetic material:

1. Food, beverages (other than water), sports drinks, gum, seeds or nuts.
2. Glass containers.

3. Metal cleats and spikes, or rubber spikes longer than 3/16 inch.
4. Motorized vehicles or bicycles.
5. Golfing, archery, shot putting, javelin or discus throwing.
6. Sharp objects or objects with sharp corners, such as chairs, tables, canopies, tent stakes, corner flags or other objects that can penetrate the surface of the field.
7. Dragging athletic equipment across the field (all goal posts and like equipment must be lifted and carried to new location, unless the equipment is on wheels).
8. Storage of materials on synthetic turf such as drums, lumber, equipment, etc.
9. Liquid solvents or corrosive materials of any type.
10. Unscheduled or unauthorized use of this facility.
11. Confetti or streamers.

Any use contrary to or in violation of any law, ordinance or of these rules and regulations, shall be grounds for cancellation of the permit and for removing the users from the property and may be grounds for barring such individual, group or organization from further use of the facilities of this district.

As determined by the Superintendent or designee, any use of school facilities or grounds may be subject to further limitations as deemed necessary to reduce risks to the district and ensure the safety of participants. Applicable limitations shall be clearly stated in the agreement or permit signed by the user representative.

The District excludes certain school facilities from non-school use for safety or security reasons. Such facilities include (1) offices or computer rooms containing records and confidential information, (2) district kitchens (3) science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills.

Application Procedure

1. All applications should be made at least 4 to 6 weeks in advance of the first date requested to be processed on time. A processing fee may apply. Late applications may be denied. Applicant shall pay for permit at time of issuance. Deposits shall be made with a cashier's check, money order, or cash. No personal or company/organization checks will be accepted.
2. At time of permit issuance, a \$1,000.00 security deposit fee shall be received for applications for the use of the Excelsior Auditorium, John Glenn High School stadium, Norwalk High School stadium, or La Mirada High School stadium. No foods are allowable.

3. It shall be the responsibility of the applicant to furnish the School District with a Certificate of Insurance for a minimum of \$1,000,000 liability coverage by January 1st of each year. Said certificate will name the School District as an additional insured. The District shall be notified at least 30 days prior to the cancellation/termination of such policy.
4. Except where free use of a facility is authorized, upon receipt of an approved application the Supervisor of Custodial Services shall designate a regular employee to open the building, supervise the activity, remain at the site until the activity is completed, and to secure the building after the use. The school district employee in charge of the facility authorized for use is empowered to take all necessary means to enforce the rules governing use of school facilities for non-school purposes. These fees will be charged to the user group.
5. Direct costs for district personnel must be paid at time permit is issued.

Event Supervision

The supervision of the organization should be sufficient to protect school property against all losses as a result of the activity.

Damage and Liability

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

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district 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)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Adopted: May 24, 2019