

Community Relations

Use of School Facilities

Application for Use of Facilities

Any persons applying for the use of any school facility 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 complete the statement of information on the application for Civic Center use indicating that they uphold the state and federal constitutions and do not intend to use school premises to commit unlawful acts.

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  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6300 - Preschool/Early Childhood Education)
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  
  
(cf. 1020 - Youth Services)

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8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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 Board of Education

The District may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

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 facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use that involves the possession, consumption, or sale of alcoholic beverages, products containing tobacco and/or nicotine and any restricted substances. Products containing tobacco and nicotine include but are not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

(cf. 3513.3 - Tobacco-Free Schools)

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The district may exclude certain school facilities from non-school use for safety or security reasons.

### Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The District may 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 school facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups or organizations shall provide the District with evidence of insurance against claims arising out of the group's negligence when using school facilities. Groups or organizations shall also be required to include the District as an additional insured on their liability policies for claims arising out of the group's negligence. (Education Code 38134)

Groups or organizations shall provide the District with a "Waiver, Release, and Assumption of Risk Form" that assumes all risks and hazards associated with renting school facilities, including but not limited to the risks associated with the novel COVID-19 virus.

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

### Application Information

1. All applications for the use of school premises during non-school hours shall be made through the official Lompoc Unified School District application process at <https://www.facilitron.com/lusd93436> or at the LUSD website by clicking the Facilitron (Facilities Request) link.
2. All applications must be submitted through Facilitron at <https://www.facilitron.com/lusd93436> at least three weeks in advance of the first date requested. Late applications shall be denied unless there are unusual circumstances in which event, an additional non-refundable fee of \$30.00 will be levied.
3. For Class I, Class II, and Class III reservations, a \$20.00 non-refundable application processing fee is due and payable with the submission of an application requesting the use of school facilities. A \$10.00 non-refundable application processing fee is due and payable with the submission of an application requesting to hang a banner on the fence line.

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4. Any person applying for the use of school property on behalf of any group shall be an officer of such group; otherwise, written authorization from an officer of the applicant group must accompany the application.
5. The Business Office or authorized agent of the Lompoc Unified School District is authorized to issue ALL permits for the use and occupancy of school property by all individuals, groups, or organizations. Such permits will be received and issued ONLY at the Business Office.
6. To qualify for Class I – No Direct Cost or Fair Rental Charge, applications from organizations must meet the following minimum requirements:
  - a. Indicate adequate adult supervision.
  - b. Be a nonprofit youth organization whose activities are directly related to the District's educational program, nonprofit youth organization located within district boundaries that provide services to youth, including but not limited to LUSD students, although those services are not directly related to the District's educational program.
  - c. Time requested must not exceed four hours or go beyond 10:00 p.m., Monday through Friday.
  - d. Make no charges nor ask for donations.
  - e. Must not ask for use of kitchen, except for coffee and refreshments.
  - f. Must be open to the public.
  - g. Must require no special labor or equipment.
  - h. Must be a routine organizational meeting and not a special event.
  - i. Must meet all other requirements published in the Board of Education Rules and Regulations for Use of School Facilities.

Payment for Use of Facilities

1. A schedule of fees for the use of school facilities shall be established by action of the Board of Education. The schedule of fees is subject to change at the discretion of the Board. Fees may be changed administratively to reflect substantial increases imposed by utility companies or other significant increases.
2. Charges shall be determined from the fee schedule at the time the application is approved.

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3. A fee for restrooms will be added to all applications for the use of district property. In lieu of renting restrooms for events using fields or the stadium, portable toilets and hand wash stations may be rented from a third-party vendor by the applicant. Such arrangements require the approval of the Business office and the name and phone number of the portable toilet vendor must be on the application.
4. Should District employees be required to work longer than scheduled on the approved application, the applicant will be invoiced for the additional overtime and costs involved. A charge shall be made for any equipment required to be furnished from the central warehouse or other schools of the District.
5. All required fees shall be paid seven days in advance of use to LUSD authorized agent Facilitron. If payment is not received seven days in advance, requested use will be automatically canceled. All payments shall be made to Facilitron through the organization's reservation or payment page. Payments can also be mailed to Facilitron Inc., PO BOX 1935 Los Gatos, CA 95031-1935
6. Failure to make prompt payment, where a charge has been made by the District, shall be grounds for denying future applications of the group failing to make such payment.

Authority for Approving Use of Facilities

The Assistant Superintendent, Business Services of the Lompoc Unified School District, or designated representative, is authorized to approve all applications for the use and occupancy of school property by authorized individuals, groups, or organizations during non-school hours.

RULES AND REGULATIONS FOR USE OF SITE PROPERTY

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.
2. Pursuant to Article IX, Section 87, of the California Constitution, no use or occupancy of District property shall be permitted for or in aid of any religious purpose, nor shall any sectarian or denominational doctrine be taught or instruction thereon be permitted, directly or indirectly, at any meeting on District property, except as otherwise provided for by Education Code section 38131(a)(3).

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3. No use or occupancy of any District property shall be permitted if the Superintendent or Superintendent's Designee determines that such use or occupancy is prohibited by law, or that such use or occupancy will interfere with the use of the property for school purposes, or that it will result in picketing, rioting, or other disturbance of the peace, or in damage to the property which will render it unfit for or will interfere with its proper use for school purposes.
4. The Superintendent/Superintendent's Designee may require that it be furnished reasonably in advance of the use of District property with a complete program, with copies of all speeches and addresses and script of any entertainment proposed to be given on District property. If such copy reasonably demonstrates that the program would be in violation of law or of these rules, the proposed use shall not be permitted.
5. All individuals, groups or organizations in their use or occupancy of school property shall comply with all applicable laws, rules and regulations. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removing the users from the property, and shall bar such individual, group or organization from further use thereof.
6. The Business Office of the Lompoc Unified School District is authorized to approve all permits for the use and occupancy of District property by all individuals, groups, or organizations. Such permits will be available for renters to print once the Business Office gives final approval of request. If the authorized agent of the Superintendent or Superintendent's Designee has any question as to the propriety of the request or proposed use, he/she shall not approve the request but shall refer the application to the Superintendent or Superintendent's Designee for consideration and action. The application shall include the date(s) of use requested; the hours of opening and closing; the title and nature of the entertaining, if an entertainment; the name of the organization for which the application is made; and the name of the owner, producer, or controlling agency if other than the applicant.
7. School Districts are permitted to charge reasonable fees to recover direct costs associated with facility use. Permission to use site facilities shall be granted in accordance with a schedule of charges authorized by the Board of Education. All required fees shall be paid seven days in advance of use to LUSD authorized agent Facilitron. If payment is not received seven days in advance, requested use will be automatically cancelled. All payments shall be made to Facilitron through the organization's reservation or payment page. Payments can also be mailed to Facilitron Inc., PO BOX 1935 Los Gatos, CA 95031-1935
8. Requests for the use of school kitchen facilities shall be considered only when authorized Child Nutrition Services personnel in the Lompoc Unified School District are present to supervise the activity. Appropriate staff charges will be applied to facility use fees.
9. Vending any articles shall not be permitted at any use or occupancy of District property for civic center purposes without previously granted permission.

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10. Except as otherwise provided by Education Code § 38134(a), any individual, group, or organization using school property for civic center or other purposes shall hold the Lompoc Unified School District, the Board of Education, and individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of school property.
11. Applications shall be specific as to furniture, equipment, and room arrangements requested. If necessary, specific instructions may be on a separate sheet that is attached to the application.
12. Site furniture or apparatus shall not be removed or displaced by any permit holder without permission from and without supervision of the District employee in charge.
13. District personnel will not be required to supply furniture not available at the school requested, or do work not specified on the application
14. No preparations shall be used on the floors at any time by permit holders.
15. Any breakage, damage, or loss of district property shall be paid for by the permit holder, even though such loss was caused by a person, or persons, who may not officially belong to the group. Cost shall be established by the Business office and a proper invoice shall be submitted to the permit holder. Failure to pay for such damage promptly shall be grounds for refusal of future applications and grounds for civil action in the courts of California.
16. Permit holders must observe the ordinary rules of cleanliness and shall not leave any facility used littered with paper or trash. If facilities are left littered and unsanitary, the permit holder will be invoiced for the cost necessary to clean the facility for school use.
17. Upon approval of the application, the District shall designate a regular employee to open the facility, to be in charge during the use, and to close the facility after the use, such costs to be borne by the permit holder. The District employee in charge of the facility or grounds within or upon which any meeting is held is empowered to take all necessary means to enforce these rules. (EC 40052)
18. When facility use is for any party or celebration, security services **MUST** be present. There shall be one security guard per 100 attendees. The applicant must make arrangements for security services, and a copy of the fully executed (signed and payment procured) security agreement must be presented to the Business Office in order to receive a signed, approved copy of the Lompoc Unified School District Application & Permit for Use of School Facilities.
19. Any permit for the use of District facilities may be revoked where conflicting dates have resulted or where the need for the property for public school purposes has subsequently developed. For other cause, permits may be revoked at any time upon reasonable notice. The district reserves the right to schedule activities at any of its facilities in order to allow for proper maintenance and repair of school buildings and grounds.

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20. For the required review of qualifications under the law, applicable charges, and dates and locations requested, applications must be submitted at least three weeks in advance of the first day requested.

21. All changes to the application require written notice through the Facilitron platform 48 hours in advance of intended use to avoid financial obligation for any charges involved. When cancellations occur, the applicant will be charged a cancellation fee of \$50.00 plus any district expenses incurred to the date of cancellation. Reimbursement of paid fees may be made upon written request from the permit holder, less cancellation fee and district expenses. The Business office or Facilitron through the reservation platform, will notify all school personnel involved of the change/cancellation.

22. Admission to all meetings held in district facilities shall be limited to the posted seating capacity of the facility authorized for such use. Tickets may be sold and/or issued for posted seating capacity only.

23. No permit for the use of site property shall be granted to any individuals for any purpose which would discriminate against persons based on their actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identify, gender expression, sex, or sexual orientation.

24. Site premises shall not be used by groups later than 9:45 p.m. The premises must be vacated by 10:00 p.m.

25. Only the authorized holder of the permit shall distribute any literature or other material at a civic center meeting.

26. The school office shall assume no responsibility for mail for a non-school group, and shall not permit the use of the school telephone, internet or school mail by any such group or representative thereof.

27. If Class I use is granted, as provided in the Civic Center Act, the meeting shall be non-exclusive and shall be open to the general public.

28. All youth organizations or groups must have adequate adult sponsorship and adequate adult supervision. Sponsors and supervisors of such groups must at all times exercise control and maintain a high standard of conduct with all members of the group.

29. A permit for the use of any District facilities is non-transferable.

30. Site premises shall not be used by any person, group or organization as political campaign headquarters.



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31. All costs for District personnel required for the event shall be billed to permit holder by Facilitron through the Facilitron platform. No gratuities shall be given to or accepted by District personnel.

32. The use and or possession of any tobacco and/or nicotine products, alcoholic beverages, weapons, or drugs is prohibited on district property and is a violation of state and federal law. Products containing tobacco and/or nicotine include but are not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Additionally, the use of profane language, fighting, betting, any form of gambling, or conducting a raffle or lottery are all expressly prohibited. Violation of this rule shall be sufficient cause for denying the permit holder further use of school premises.

33. Applications will be approved for specific rooms and for specific hours to be designated by the District. The use of classrooms by any groups is declared to be an interference with the educational program and will not be allowed unless a vacant classroom exists, or an unusual need exists that may be accommodated without interfering with the educational program.

34. It is the responsibility of the permit holder to see that unauthorized portions of the building are not used by members of their group, and that the premises are vacated as scheduled.

35. District personnel are not obligated to have the building open at any time other than the time listed on the application.

Report of Use

1. Periodic reports shall be made to the Board of Education of any unusual developments concerning the operations of the program.

Lompoc Unified School District

Approved by the Superintendent: May 13, 1975

Revised: September 8, 1981; March 1, 1988, February 19, 2009, August 4, 2010, September 10, 2013, August 12, 2014, June 22, 2021, June 11, 2024