

NEWPORT-MESA UNIFIED SCHOOL DISTRICT RULES AND REGULATIONS
USE OF SCHOOL FACILITIES UNDER THE CIVIC CENTER ACT

California law permits the Governing Board of a school district to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest. The Board of Education may also establish such terms and condition of usage as it deems proper, subject to the limitations, requirements, and restrictions set forth in the Education Code of the State of California.

These rules and regulations define which groups are eligible to use the school facilities, outline the reservation procedure, set forth the conditions for use of specific areas, and establish a table of charges for such use. The rules will be defined within the district's administrative regulations.

The fee schedule may be updated upon approval by the Board of Trustees. The fee schedule will be brought back to the Board for review every five (5) years or more frequently as needed.

1. Reservation Procedure: All facility use outside the normal school day, including school site and District activities, must have approved permits. No exceptions.
 - a. Reservation for facility use can be made on our website at <https://www.nmusd.us/useoffacilities>
 - b. Prior to submitting a reservation through the Use of Facilities online platform, all user groups must fill out and submit the User Group Categorization Questionnaire <https://forms.gle/SFAvJUTWRigQU9RZA>
 - c. Each site requested requires a separate permit, though multiple dates at a single site may be requested on the same permit. If multiple areas are needed for your request, ensure that all areas are selected for the appropriate dates listed in the reservation.
 - d. Reservations are to be filled out completely. Please include as much information as possible (i.e., number of attendees, activity type, etc.) Incomplete reservations may result in delays in approval, cancellation, or declination of your request.
 - e. User groups are not to be on site outside of reservation times or in spaces outside of their permitted area. Reservation times must include set up and clean up time.
 - f. It is the responsibility of the approved user group to keep their participants and spectators within their permitted use areas.
 - g. Reservations by outside groups must be submitted at least 21 days prior to the first date requested on the reservation and no earlier than 180 prior.
 - h. A reservation is not valid without approval from the District's Use of School Facilities department.
 - i. A reservation is non-transferable to other user groups.
 - j. The user must keep an approved copy of the reservation permit available at all times during the event. The approved reservation permit must be presented if requested by a school official.

- k. Outside user groups requesting athletic facilities (i.e., fields, gyms, pools, courts, etc...) should refer to the Allocation Calendar "Exhibit E" for submission of permit request deadlines. Outside users may be displaced due to changes in school program calendars.
- l. *Priority of Use - In the priority of use categories below, youth activities conducted for NMUSD students will have preference over adult activities.
 - NMUSD Activities
 - CIF
 - School Connected Organizations
 - Joint Use Agreements
 - Tier 1 Community Use
 - Tier 2 Community Use
 - Tier 3 Community Use
 - Tier 4 Community Use

*Specific terms outlined in the Joint Use Agreements between the District and the cities of Costa Mesa and Newport Beach may alter the priority of use outlined above.

2. Insurance

- a. All non-school related reservations are subject to Certificate of Liability Insurance and signed endorsement requirements.
- b. Proof of comprehensive general liability insurance coverage for \$1 million property damage and \$1 million bodily injury and the appropriate "Hold Harmless" agreements will be required as determined by the Use of Facilities department. The District, at its discretion, may require a higher level of insurance for some activities.
- c. A special endorsement from the insurance carrier listing Newport-Mesa Unified School District as additionally insured must be attached to the Certificate of Liability Insurance. This endorsement is a separate page. Listing Newport-Mesa Unified School District at the bottom of the Certificate of Liability Insurance is not sufficient.
- d. All outside companies providing services for a user group must adhere to and submit their own Certificate of Insurance documents that meet the same insurance requirements.

3. Non-profit Status - 501(c) 3

- a. All groups claiming non-profit 501(c) 3 status must be registered with the State of California.
- b. Valid information indicating such status (i.e., EIN, etc.) must be provided to, and confirmed by, the District's Use of Facilities department.
- c. User Groups: User groups fall into five categories. See "Exhibit A" for the User Group Determination Matrix.

4. General Guidelines for Facilities Use - Including facilities that fall under the Joint Usage Agreement between the cities of Costa Mesa and Newport Beach, the following rules requirements shall apply.
 - a. See specific sections in this document for more information.
 - b. Facilities will be closed on District holidays unless other arrangements have been made with the Use of Facilities department. Refer to "Exhibit B" for Holiday Schedule. Groups utilizing facilities during holidays may be charged fees as appropriate.
 - c. For hours of use, see "Exhibit D."
 - d. User groups are not permitted to enter the facilities before their start time and may not remain in the facilities past their end time.
 - e. California Vehicle Codes will be enforced at all times. Dangerous driving or parking which blocks staff or restricts emergency access will result in a revoked permit.
 - f. Driving or parking on the field is not permitted.
 - g. Parking is restricted to the parking lot only. Parking is not permitted on the blacktop, except for temporary parking for loading or unloading. Vehicles may be cited for infringements.
 - h. Alcohol, tobacco, firearms, fireworks, hay and animals are not permitted on District property at any time.
 - i. User groups are responsible for placing trash into proper receptacles. Additional fees may be charged to the user group if additional servicing of the event is required (to be determined by the District).
 - j. Invoices are due and payable before the start date of the reservation. Future use is contingent upon prompt payment.
 - k. Facilities are to be left in the same condition as they were found. Please place chairs and tables in their original configurations.
 - l. Facilities shall not be used for purposes of advancing any doctrine or theory subversive under the Constitution of the United States.
 - m. No gambling of any kind shall be conducted on, or in, District facilities.
 - n. In accordance with the District's Civility Policy #1313, user groups shall ensure that no profane language or other disorderly or unseemly conduct is allowed.
 - o. Failure to comply with the rules and regulations may result in suspension of use of District facilities for up to a maximum of one (1) year. See Loss of Facilities Use Privileges (Section 9) below.
 - p. Any repairs required due to damage caused during facilities use may be billed to the user group and the group may be suspended from future use of facilities.

- q. Outside user groups may not be on school premises at any time during school hours.
 - r. If a school site or school connected organization is hosting a tournament, play, etc., for an outside user group, the school site or school connected organization will be responsible for all costs incurred.
 - s. Submission process for tournaments:
 - i. District-sponsored:
 - 1. NMUSD or School-Connected Organization is collecting fees directly and inviting other teams to participate
 - 2. NMUSD team is participating
 - 3. School or Booster shall enter permit
 - 4. Facility fee may be assessed outside of normal working hours or if additional staff is required based on the size of the event.
 - ii. District-hosted:
 - 1. Non-NMUSD sponsoring organization
 - 2. NMUSD team is participating
 - 3. Sponsoring organization enters permit
 - 4. If sponsor is a registered non-profit, Category D
 - 5. Otherwise, Category E
 - t. City, State and Federal laws will be enforced on District property.
5. Building Use Requirements and Rules - Including facilities that fall under the Joint Use Agreement with the cities of Costa Mesa and Newport Beach, the following requirements/ rules apply.
- a. Rooms are to be left in the same condition as they were found. Please place tables and chairs in their original configurations.
 - b. Please turn off all lights and equipment used.
 - c. All decorations put up during use must be removed at the end of the permitted time.
 - d. Any repairs required due to damage caused during facilities use may be billed to the user group and the group may be suspended from future use of facilities.
 - e. The use of kitchens requires staff from Nutrition Services to be present. Outside caterers may not use cafeterias, kitchens, or any equipment for serving meals to groups. Facility fees will be assessed according to the adopted fee schedule. An additional fee of \$34 per hour will be assessed in addition to the facility fee.
 - f. The following buildings are not available for use by outside groups: computer labs, administration offices, secondary school science rooms, dark rooms, home economics rooms and industrial arts facilities. Use of existing computers in classrooms is prohibited as well.
 - g. Groups using the Theaters, Multipurpose rooms (MPRs), auditoriums, or stages may not disturb, move, or change any of the existing equipment except with the

permission of the Use of Facilities department. If approved, this must be done under the supervision of the appointed District staff member overseeing the event.

- h. Requests for repairs or improvements should be emailed to facilityconcern@nmusd.us.
 - i. Facility use fees will be charged for the entire time that a user group is occupying a building in accordance with Fee Schedule, "Exhibit C".
6. Field Use Requirements and Rules - Including facilities that fall under the Joint Use Agreement with the cities of Costa Mesa and Newport Beach, the following requirements/ rules apply unless otherwise specified in the Joint Use Agreement.
- a. District events have priority, unless otherwise specified in the Joint Use Agreement.
 - b. Do not attempt to manually bleed sprinkler lines or adjust the watering schedule. Any broken pipes or sprinkler heads caused by a user group may be billed to the user.
 - c. Burning lines into the fields are not permitted.
 - d. Playing on wet fields is not permitted. User groups may be billed for any damage to fields. Prior to use, contact the NMUSD mudline at (714) 467-2060 for field conditions. For fields in the City of Costa Mesa call the city's mudline at (714) 754-5041.
 - e. Spraying of pesticides/herbicides is not permitted. If pest problems are present, please email facilityconcern@nmusd.us.
 - f. Notify the District immediately of any hazardous conditions found on the fields. During normal business hours call (714) 424-7520. After hours, call (714) 936-0244.
 - g. Placement and delivery of trash bins and portable toilets must be coordinated with the District.
 - h. Use that exceeds one hour requires that restrooms be opened unless prior arrangements have been made for the placement of a portable toilet. Do not use fields as restrooms.
 - i. Field closures may be scheduled by the District at any time; user groups must accommodate these changes accordingly.
 - j. At the conclusion of games, practices, and activities, user groups must vacate the facility quickly and quietly ensuring the areas of use are clean and clear of debris.
 - k. Two activities may not occur at the same facility at the same time unless separate fields are available.
 - l. No permanent structures may be erected or assembled on the fields.
 - m. Elementary aged youth activities may not occur in the same areas at the same time as middle and high school aged youth activities.

- n. Amplified sound is not permitted.
- o. Portable lights are not permitted.
- p. Metal cleats are not permitted.
- q. Requests for repairs or improvements should be emailed to facilityconcern@nmusd.us.

7. Pool Use Requirements and Rules

- a. Observe all rules and regulations posted inside the pool area.
- b. The District does not provide lifeguards; it is the responsibility of the user group to obtain a certified lifeguard.
- c. Glass is not allowed within the pool area at any time.

8. Youth Sports Group Requirements and Rules

- a. School events have priority. Refer to section 1.L of this document for permit prioritization.
- b. Youth sports groups must abide by the facility and field use requirements.
- c. Youth sports must have adult supervision at all times.

9. Loss of Facilities Use Privileges – Users shall be assessed penalties by the permitting agency. Facility users permitted by a City under a Joint Use Agreement will be subject to the individual City’s penalty process.

- a. Newport-Mesa Unified School District utilizes a “three-strike” policy for violations of the Rules and Regulations that occur within one calendar year of the first violation. Violations deemed by NMUSD to be of a serious nature may result in immediate termination of permits and facility use.
 - i. First Offense: Written warning to the user group/individual and restitution for damages/costs if applicable.
 - ii. Second Offense: Written notice of three-day suspension and restitution for damages/costs if applicable.
 - iii. Third Offense: Written notice of termination of any existing permits, loss of future rental/allocation privileges, up to one year, and restitution for damages/costs if applicable.
- b. If an individual applied for the use of facilities for an organization, the loss of use may be for both the entire organization and the individual that applied for the use, upon the determination by the District.

- c. If a user has been notified by the District (or District's representative) of loss of facilities use privileges, the user may appeal the decision through the following appeal process:
 - i. Notify the Use of Facilities department, in writing, of the user's desire to have a hearing held on their behalf. Include copies of all pertinent documents about the facilities use and the letter indicating the loss of facilities use. Requests must be submitted within thirty (30) calendar days of the user's notification of loss of use.
 - ii. The hearing panel will consist of the following District staff:
 - 1. Director of Maintenance and Operations or designee
 - 2. Director of Education Services or designee
 - 3. Administrator or designee of the District facility where the use occurred

For questions or concerns regarding the Newport Mesa Unified School District Rules and Regulations for Use of Facilities, please send an email to facilityuse@nmusd.us.