RULES AND REGULATIONS

The following prohibitions and restrictions shall apply to all individuals, groups, organizations, and agencies permitted to use school facilities:

Fire and Safety Regulations

1. At no time shall there be more persons admitted to the multipurpose room or other assembly room than the legal seating capacity will accommodate.

2. Custodian may permit use of multipurpose room or other assembly room only if applicant shows certificate of flameproofing of decorations and flammable scenery, as required by the State Health and Safety Code.

3. No device that produces flames, sparks, smoke, or explosions shall be used in the multipurpose room or other assembly room without the approval of the Fire Chief.

General Rules

4. Sections 38130-38138 of the Education Code of California are the basis for these rules and are incorporated into the application for use of facilities.

5. No use may legally be granted if school facilities are needed for school purposes. Final approval for use of school facilities shall normally not be granted more than three months in advance of first date of use, nor for more than a 12-month period.

6. The school principal has full responsibility for supervision and management of all property of that school during school hours, which extend, generally, from early morning to late afternoon. The principal is authorized to assign use and occupancy of the property without charge during these hours for eligible organizations and employee group meetings, provided that such meetings are not money-making events and are not inconsistent with, and in no way interfere with, use of the property for school purposes. The principal shall notify a Civic Center user when school use of a previously-approved meeting place negates its availability.

7. In the case of entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the district or for charitable purposes, a charge shall be made for the use of school facilities, property, and grounds, which charge shall be equal to the fair rental value.

8. There shall be no smoking or use of intoxicants or narcotics on school property; nor shall profane language, quarreling, or gambling be permitted. Violations of this rule or any other rule set forth herein during occupancy shall be sufficient cause for denying further use of school premises to the organization.

9. No structures may be erected or assembled on school premises, nor may any electrical, mechanical, or other equipment be brought thereon, nor may furniture and/or equipment be displaced unless special approval has been obtained from the office issuing the permit.

10. No motorhomes or campers will be allowed onsite for any event without prior approval.

11. Access to rooms or facilities other than approved by application shall not be permitted.

12. The program offered in or during the use of any school premises shall at no time contain matter which might cause a breach of the peace, or advocate illegal activity. (Penal Code Sections 11400-11401)

13. Nothing shall be sold, offered, or advertised for sale on school premises without prior approval of the office issuing the permit including, but not limited to items of literature.

14. School premises shall not be used by any person, groups, or organizations as political campaign headquarters for any purpose.

15. No gratuities shall be given to nor accepted by custodians, directors, or others in charge of any school facility.

16. A Civic Center permit does not authorize the use of school district equipment. Arrangements for the supervision and operation of and payment for any equipment made available shall be made through the principal with the approval of the Director of Maintenance/ Operations or the Superintendent.

17. Juvenile organizations must have adult sponsorship.

18. In the event of infraction of any rule or regulation, the principal of the school concerned shall advise the district office who will advise the permittee of the infraction and give him/her notice that future permits will not be granted if any further infraction occurs. In certain cases, the first infraction may be of such a serious nature that any future request for use of premises would be denied.

19. When the kitchen is used, a food service worker normally will be employed (to protect the interest of the district) for the time the kitchen is used, or a minimum of two hours. This employee will assist in the use of equipment, dishes, and silverware, as well as opening/closing the kitchen, but the applicant will make all necessary arrangements for serving, dishwashing, and general cleanup. Additional charges will be made for breakage, soap and similar items, and mopping, if required. The kitchen must be left in the condition in which it was found.

20. Each person or group requesting the use of premises shall, as a condition for the issuance of the permit, file the following statement:

    By signing this application,
    - *I declare my authority to act as a responsible party and applicant for the above-named organization.*
    - *I have read and agree to comply with all terms and conditions of this application and permit.*
    - *To the best of my knowledge, the school district property will not be used for the commission of any act prohibited by law or for the commission of any crime.*
    - *I certify under penalty of perjury that the foregoing is true and correct.*

21. In locations where parking is allowed on school premises, vehicles must be parked in such a manner that firefighting equipment may have easy access to buildings at all times.

22. Any facility for which a permit has been issued shall be held available for the permittee until one-half hour after the time designated in the permit for that meeting to begin.

23. Unless special permission to extend the closing hour has been granted by the Superintendent, all activities will terminate by 11:00 p.m.

24. Keys shall not be issued to groups other than recreation and park districts without prior approval of the Superintendent.

25. Requests for use of District Office facilities must be approved by the Director of Maintenance/Operations or the Superintendent.

26. Permits are not transferable.