District Board Policy 1330 and Administrative Regulation 1330 are the District's Use of Facilities policies. This handbook is provided as a supplemental guide to help in the management of Use of Facilities (aka Civic Permits) requests.

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SECTION 1

Facility Use Guidance

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1.0 Purpose and Scope

For purposes of adequate administration and control, the District Superintendent or his designated representative is authorized by provisions of the Education Code and Civic Center Act to determine the availability of school property under his or her jurisdiction and to enforce the laws, rules, and policies governing such use.

2.0 General Rules and Regulations

2.1 Control

The Superintendent or his designated representative shall perform the following functions:

2.1.1 Determine the eligibility of individuals or groups seeking use of school property;

2.1.2 Secure required signatures, information, documentation (such as insurance, hold harmless, waivers, etc.) and applications for use of properties;

2.1.3 Determine what fees apply and collect fees prior to use;

2.1.4 Schedule the activity for a time and date that is in best interests of the district;

2.1.5 Issue permits to those who qualify, if the property is available;

2.1.6 Notify all parties and departments concerned when permits are issued, canceled, or changed;

2.1.7 Keep adequate records of all uses of school property for public purposes;

2.1.8 Require user to enforce the observance of all rules and regulations as set forth by the Education Code; Civic Center Act, and board policy, and staff rules;

2.1.9 Revoke permits and deny use of school property to any individuals or group, when violation of regulations occur.

2.2 Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall signify his/her authorization on behalf of 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.

2.2.1 Eligibility for Use

The use of school buildings or school facilities, or part thereof, to individual persons, firms, corporations, groups, clubs, or associations, is predicated upon the adherence to the rules and regulations as set forth by the board of the district. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the community. 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)

A. Public, literary, scientific, recreational, educational, or public agency meetings.

B. The discussion of matters of general or public interest.

C. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization.

D. Child care programs providing supervision and activities for children of preschool and elementary school age.

E. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.

F. 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.

G. A community youth center.

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

I. 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)

J. Other purposes deemed appropriate by the Governing Board.

2.2.2 Restricted from Use

School facilities and grounds of the district school shall not be made available for any of the following activities and are prohibited:

A. Any use by an individual, society, group or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or of the state by force, violence or other unlawful means.

B. Any use of school facilities or grounds which is inconsistent with school purposes or interferes with the regular conduct of school or school work.

C. Political fund raising campaigns except as permitted by board policy or special action of the board.

D. Activities which are discriminatory in the legal sense.

E. Any activities which involve the possession, consumption or sale of alcoholic beverages or any restricted substance on school property.

F. Any use by an individual or group for the commission of any crime or any act prohibited by law.

G. The sale of fireworks on district property.

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

I. Overnight or “sleepover” activities prohibited.

2.2.3 Limited Sunday Use - Pilot for the 2025-26 school year

The Roseville Joint Union High School District permits limited Sunday use of facilities. As a high school district, we have a very high use of our outside fields/stadiums, and core buildings throughout the year. The use occurs regularly Monday through Saturday. It has been our practice to consider not only the use impacts on our facilities, but also the impacts on our neighborhoods and support staff as well.

Limited Sunday use restrictions:

- Facilities not available for large events
- Limited to a maximum of three Sunday events per site on any given date.
- Facilities will only be available for rent from 8am-2pm on Sundays.
- Total attendance will be limited to a total of 100 attendees/participants per event so as not to exceed school parking lot capacity.
- Stadium rental will exclude the use of the sound system and scoreboard.
- There will be no sound systems or music played/performed that can be heard by surrounding neighbors.
- Restrictions will be strictly enforced. Violations of these restrictions will result in the cancellation of future approved or pending permit requests.
- Any paid fees for future permits cancelled due to restrictions violation will be fully refunded.

Our practice keeps our campus-wide facility use down to a minimum on Sundays. We continue to be good neighbors by minimizing traffic and noise impacts in the area, and we do not overburden our limited support staff and facilities.

Due to unique circumstances and/or a historical arrangement, a select number of “grandfathered” organizations may use specific site facilities as follows:

A. Granite Bay HS
- Eureka Schools Foundation (Stadium)
- Granite Bay Youth Lacrosse (Stadium or Soccer Field)

B. Roseville HS
- Roseville West Little League - Richards Field (they built and maintain the field)

C. Woodcreek HS
- City of Roseville JUA (Stadium)

2.3 Priority System

A system of priorities is established to prevent conflicts between groups wishing to use the same school property at the same time. The superintendent or his designated representative shall make the final determination according to this system of priorities.

2.3.1 Priority 1
Activities and programs of the district directly related to the instructional and educational program of the district.

2.3.2 Priority 2
Events or activities designed to serve the youth and citizens of the district, which are planned and directed by school-attached groups, including parent clubs.

2.3.3 Priority 3
Events or activities connected with the community recreation program.

2.3.4 Priority 4
Use by community organizations whose primary purpose is service to youth or the improvements of the general welfare of the community and where no admission is charged. Examples: Community Colleges, Boy Scouts, Girl Scouts, YMCA, YWCA, Boys' & Girls' Clubs, etc.

2.3.5 Priority 5
Use by public agencies for personnel examinations.

2.3.6 Priority 6
Use by civic, non-profit organizations and service groups whose purposes, through the use of the school facilities, are to improve the general welfare of the community and where no admission is charged, or if donations are solicited or admissions charged, the proceeds are to be expended for the welfare of the pupils of the district, or for charitable purposes; and use by a church or religious organization.

2.3.7 Priority 7
Use by groups to whom the board may make facilities available on a fair rental value basis.

2.4 Fees

See Board Policy 1330 to clarify which fees apply to Organization Types (Associated Student Body (ASB) Clubs, Boosters, and all others) and the Fee Schedule. All applicable fees must be paid prior to approval of the Use of Facilities. No reservation of facilities, scheduling of custodial or other staff (i.e., approval of application) will be made prior to full payment of such fees. For organizations whose use benefits the youth of the community, and who have an ongoing association with the district, a payment schedule may be arranged.

Fees charged will be applied consistently and equitably based on Organization Types and based on the Fee Schedule.

2.5 Organization Types

A. Associated Student Body (ASB) Clubs.
B. High School Team.
C. Non-Profit organization such as “Jr. Teams”.
D. Boosters affiliated with the District.
E. Any private organization, profit organization, “outside organization,” charitable organization, all others.
F. Political Elected Officials.
G. Elections-Polling Stations.

2.6 Safety and Security

2.6.1 A civic center permit does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment. Arrangements for the supervision, operation and payment for the use of any special equipment made available, shall be made with the administrator issuing the permit.

2.6.2 No structures, stage props, draperies, or other appurtenances whether temporary or permanent may be erected or assembled on school premises, nor any extraordinary electrical, mechanical, or other equipment be brought thereon, unless special approval has been obtained from the administrator issuing the permit.

2.6.3 Any use of school facilities for non-school purposes shall comply with all state and local fire, health and safety laws. Persons or groups to whom permits or other authorizations for the use of school property are granted shall assume the responsibility to insure that all such activities carried on, all equipment used or placed upon school premises or distributed, shall comply with applicable state and local fire, health and safety laws and regulations.

2.6.4 School facilities or property will not be available for any entertainment involving the use of animals of any type, kind, or size, nor is straw or hay to be used in any activity unless approved by the superintendent or his designated representative in advance.

2.6.5 All draperies, hangings, curtains, drops and all decorative materials used within or upon the school buildings, or grounds, shall be made from a non-flammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshall.

2.6.6 Due to the unique properties of our interscholastic, competition sized pools, including depths from 4 feet deep up to 14 feet deep, pools will not be rented to individuals for recreational activity or "party" activity. Pools will be rented only to qualified organizations which operate aquatic, swimming related activities, such as organized teams. Organizations qualifying for a district pool rental will provide proof that they will have trained, qualified supervision staff that meet the same minimum training requirements as the District's coaching staff, including:

- Proof of completion of First Aid and CPR—must be a hands on course, not an on-line course
- And preferably proof of completion of a swimming, lifeguard course, not an on-line course

2.6.7 Due to the unique properties and inherent safety concerns with weight equipment and younger students and younger-aged club participants, weight rooms will only be rented to qualified organizations that can provide proof of knowledge and practical, applied use of weight equipment. Appropriate minimum age for use of equipment is 14-years-old. Organizations qualifying for a district weight room rental will provide proof that they will have trained, qualified supervision staff that meet the same minimum training requirements as the District's coaching staff, including:

- Proof of completion of First Aid and CPR—must be a hands on course, not an on-line course
- A well-meaning adult who will "keep an eye on the kids" will not qualify as being a qualified supervisor

2.7 General Regulations

2.7.1 Intoxicants or narcotics shall not be permitted, nor shall profane language, quarreling, fighting, or gambling be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of the school facilities to the organization.

2.7.2 School furniture or apparatus may not be removed or displaced by a permittee without permission from, and under the supervision of, the district employee in charge.

2.7.3 Juvenile organizations must have adequate adult sponsorship and supervision.

2.7.4 Functions shall not start before 7am and shall end by 10:00 p.m., unless special permission is secured in advance. All premises shall be vacated by the time specified on the application. Deviations or departures from this rule shall be cause for cancellation of all future meetings.

2.7.5 Smoking shall not be permitted anywhere on school premises, per Board policy.

2.7.6 Under no circumstances shall a room be used to accommodate a group in excess of the legal or specified maximum seating capacity for that room.

2.7.7 Any permit may be revoked without previous notice when conflicting dates have resulted or where the need of the property for public school purposes has subsequently developed. For other reasons, permits may be revoked at any time upon reasonable notice.

2.7.8 School property must be protected from damage and mistreatment and ordinary precautions must be maintained. Groups shall be responsible for the condition in which the school buildings and grounds are left. Should school property be damaged or abused beyond normal wear, such damage will be paid for by the organization involved and shall be sufficient cause for cancellation of future meetings.

2.7.9 There shall be M&O staff in charge, whose duties shall include the opening and closing of buildings and grounds, the operation of mechanical systems and other duties and responsibilities, who shall have the powers of a peace officer, as provided by law, to enforce regulations and prevent disturbances. Whether or not M&O staff must be present

during the entire use of the facility shall be determined by the Director of Maintenance and Operations.

2.7.10 Specific use situations may require that the permittee provide paid security guards for control of access to other areas of the campus, or for general supervision, and provide specific adult supervision within certain facilities, especially when significant numbers of people will be attending a function (e.g., theaters, stadiums, etc.).

2.7.11 No permit to use buildings or grounds shall be granted so often during any year as to afford any person or organization a real or implied monopoly.

2.7.12 All permits shall be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to insure that the unauthorized portions of the building are not used and that the premises are vacated as scheduled.

2.7.13 The grounds shall not be used for recreational activities such as, but not limited to, golf, archery, RC planes, go-carts, motorcycles, javelin, discus, or shot put, and other activities the District determines are not compatible with the property.

2.7.14 It is the responsibility of the organization using the facilities to notify the District within 48 hours of any accident or injury which is likely to result in a claim against the organization or school district.

2.8 Application for Use

2.8.1 All requests from outside organizations, groups or individuals for the use of school facilities shall be made online on the official website provided by the district.

2.8.2 All applications shall be made a minimum of 10 days in advance of the first date requested. Late applications may be denied.

2.8.3 Any person applying for the use of school property on behalf of any group shall be a member of such applicant group and unless he is an officer of such group, must present written authorization to represent the group and negotiate a contract for the use of school facilities.

2.8.4 Application approval process: 1) applicant completes form; 2) site checks availability of facility and determines whether use to be acceptable, 3) maintenance department review and invoicing;

2.8.5 A damage deposit may be required at the discretion of the site administrator or maintenance supervisor. The site administrator or maintenance supervisor should consider the nature and duration of the activity as well as the credentials of the organization in determining whether or not the deposit will be necessary.

2.8.6 If the scheduled use of facilities is altered or canceled, the school office must be notified by the responsible user seventy-two (72) hours in advance to avoid financial obligation.

2.9 Insurance Requirements

2.9.1 During the entire term of use of school facilities, permittee is required to maintain in effect at its own cost and expense, a policy or policies of comprehensive general liability insurance, including coverage of owned, non-owned and hired automobiles, providing a minimum combined single limit coverage of $1,000,000 for the defense of lawsuits and the payment of damages arising from: 1) bodily injury, illness, or death and; 2) property loss, damage and destruction, for each accident or occurrence. The insurance coverage shall provide that the insurance carrier or its representative shall process and respond to all claims from acts of permittee's employees and agents, and shall provide legal counsel for the defense of lawsuits.

2.9.2 Permittee shall cause the District, its officers, employees, agents, and governing board to be named as additional insured in the above insurance policies, and provide a certificate of insurance as evidence of the above insurance coverage. The certificate of insurance shall be submitted online through the use of facilities process. The certificate shall contain a provision that the District shall be given written notice 30 calendar days in advance of cancellation or any material change in the insurance policies of permittee.

2.9.3 Permittee shall, at its own cost and expense, maintain Workers' Compensation Insurance coverage for its employees including volunteer employees under the State Workers' Compensation Insurance laws.

2.10 Damage and Liability

2.10.1 Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage 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)

2.10.2 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)

2.10.3 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)

2.10.4 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.

References
Board Policy & Administrative Rule No. 1330
California Education Code Section 40040-40047

SECTION 2

Name of Organization Making Request

I. The Basic Questions

"Who or What is the Organization Renting the Facility?"
"Who are You?"

Generally: The Event is not the Organization. The Organization is not the Event.

II. Required Format (Acceptable Examples): Comments:

1. GBHS Boys Basketball Team	High School team
2. GBHS ASB Club #107 – Boys Basketball	Associated Student Body
3. GBHS ASB Club #132 – Girls Basketball	Associated Student Body
4. GBHS Boosters	Boosters
5. Granite Bay Jr. Grizzlies Basketball	An outside organization
6. Granite Bay Basketball Association	An outside organization

III. Not Acceptable example:

Boys and Girls Basketball GBHS
What/Who? (name listed is too generic to identify type of user)

IV. Conclusion

Each site is responsible for ensuring that the Organization Making Request is correctly identified. The Required Format outlined in Section II above will help the site to identify the entity using its facility.

SECTION 3

Type of Organizations making request and Use of Facility (UOF) requirements and information Spreadsheet

Curriculum programs (band, dance, drama, drill team, etc.) time of year use determines its organization "type"

Special Processing for Visual & Performing Arts (VAPA)
and similar high school district programs, such as:

Art	Band	Ceramics	Cheer
Culinary (except ROP)	Dance	Drama	Drill Team
Guitar			

Other High School curricular activities, such as dances, class meetings, homecoming, graduation events, etc.

1. These programs are school site curricular programs that sometimes do not fit into an easily defined Organization Type. However, to ensure a consistent processing of the Use of Facilities, these curricular programs will be a close fit to and can logically be considered to follow the same organization rules as the "High School Team".

2. The CIF season rules do not logically apply since these special school curricular programs function during the entire school year and there is no Fall, Winter, or Spring season. Accordingly, the District is defining the "High School Team Season" that applies to these curricular programs as follows:

   - **School year** is defined as every calendar day from the first day school is in session through the last day of school.
     During the **school year**, the organization categorization is "**High School Team**"

   - **Summer** is defined as the day after the last day of the school year through the day before the next school year starts.
     During Summer, the organization categorization is "**ASB Club**"

Org Code	A. Organization Type (Organization name example)	B. All fees collected examples. Admission, Camp Fees, etc.	C. Advertising Restrictions of Event Disclaimer required of certain renters	D. Expenses Paid By (Not People)	E. Facility Fees Charged, Insurance Requirements, Participation Waivers, etc.	F. Coach pay, stipends, salaries
1	**ASB Club or District Curricular Program** (GBHS ASB Club #132 -- Girls Basketball) (Drama, Drill Team, etc.)	1. All Fees collected for activity must be made out to School Name, ASB Club. 2. Fees collected must be accounted for using the ASB policy & procedures. 3. Deposit 100% of all funds/fees collected into the ASB Club account only.	Advertising okay Disclaimer not required	ASB Club Check Request only No cash payments made from fees collected!	1.Usually no direct costs during school days & hours when HVAC operates and custodial staff is available, otherwise #2 below 2.ASB/Booster Fee Rates 3.Liability insurance is part of the district's umbrella policy 4.Medical insurance is not provided by the district 5. Students & participants must sign a Voluntary Particpation Waiver and provide proof of own medical coverage	Not allowed by district policy. Scorekeepers and ticket takers can be paid through the ASB club check request process
2	**High School Team or District Curricular Prog.** (GBHS Boys Basketball Team) Drama. Drill Team, etc.)	1. N/A. Use ASB or Boosters. 2. The Team doesn't have a checkbook and is not allowed to have one so it cannot be a stand-alone entity and cannot collect fees. 3. Curricular/Instructional Programs See 2.2 for explanation.	Advertising okay Disclaimer not required	N/A	1.Must follow the CIF rules for Limited/Dead Periods, Season of Sport, Out of Season, etc. as applicable. 2.Schedule practices to reduce HVAC and lights use. 3.Usually never any direct costs charged. 4.Liability Insurance is part of the district's umbrella policy.	Covered under District Salary Schedule and Payroll System/ "Booster Paid Coaches" is allowed, controlled and coordinated through the Personnel Dept. only.
3	**Non-Profit organization such as "Jr. Teams"** (Woodcreek Jr. Timberwolves)	1. 100% belongs to organization. 2. They collect and deposit to their own private checking account.	1. Advertising cannot use district/school name since it is not a district or school event and to do such advertising would mislead the public. 2. Disclaimer required for activity and on any printed materials, fliers, etc. 3. Disclaimer should state "The Rosevlle Joint Union High School District neither endorses nor sponsors the organization or actvity represented. This is not a program of the District and RJUHSD accepts no liability or responsibility for this program."	Their checkbook, not a district control.	1. Must pay rental fees, HVAC, custodial, paper/cleaning fee, utilities 2. Fair Rental Direct Rates per hour apply 3. Provide insurance coverage (Cert. of Ins. w/Additional Insured Endorsement). 4.Hold Harmless page of UOF form must be signed.	Not a district issue, expense, or under district control.
4	**Boosters** (Antelope Performing Arts Boosters)	1. 100% belongs to the boosters. 2. They collect and deposit into its Booster checking account.	Advertising okay Disclaimer not required	Their checkbook, not a district control.	1.Must provide Proof of Insurance coverage as not under a district policy effective 7-1-12. Hold Harmless in UOF required. 2.Usually no costs for mtgs. during school days & hours when HVAC operates & custodial staff is available, otherwise #3 below 3.ASB/Booster Fee Rates 4.Medical insurance is not provided by the district 5. Boosters responsible for participants' waivers.	"Booster Paid Coaches" is allowed, controlled and coordinated through the Personnel Dept. only. Otherwise, not a district issue, expense or under district control.
5	**Any Private Organization** **Profit Organization** **"Outside Organization"** **Charitable Organization** **All Others** (Ford Motor Co.)	1. 100% belongs to organization. 2. They collect and deposit into its own private checking account.	1. Advertising cannot use district/school name since it is not a district or school event and to do such advertising would mislead the public. 2. Disclaimer required for activity and on any printed materials, fliers, etc. 3. Disclaimer should state "The Rosevlle Joint Union High School District neither endorses nor sponsors the organization or actvity represented. This is not a program of the District and RJUHSD accepts no liability or responsibility for this program."	Their checkbook, not a district control.	1. Must pay rental fees, HVAC, custodial, paper/cleaning fee, utilities 2. Fair Rental Direct Rates per hour apply 3. Provide insurance coverage (Cert. of Ins. w/Additional Insured Endorsement). 4.Hold Harmless page of UOF form must be signed.	Not a district issue, expense, or under district control.
6	**Political Elected Officials**	N/A	No district advertising or endorsement permitted.	Their checkbook	Same as Private Organization, Profit Organization, etc. See 5.E. immediately above	N/A
7	**Elections-Polling Stations**	N/A	N/A	N/A	Exempt-No costs charged	N/A

SECTION 4 – Rental Fees

Fee Schedule – Found on the District's website @ rjuhsd.us @ Maintenance & Operations (M&O) Department webpage

Parameters for assigning M&O Staff to overtime events

1. Events run by outside groups are required to have custodial support at all times during their event and pay the associated charges. During the event custodial staff will monitor the facility, enforce District policies (food, pets, trespassing, etc.), maintain restrooms, haul trash as needed and be available for event support. *****

2. In-house events with extended preparation time where other responsible staff members (coach, teacher or advisor) will be present are not required to have custodial support until the general public or student body will be in attendance. At which time, follow #3 for custodial support beginning one hour prior to actual event starting time and the public being in attendance. (Example- student government students arrive at 8am on a Saturday to decorate the gym but the dance is not open up to the public until 6pm) *****

3. Custodial support will arrive one hour prior to requested access time and remain for at least one hour after the events scheduled ending time. Requester is to be charged for this one hour before and one hour after (event is schedule for 8 hours but they are charged for 10 hours of labor). Custodian arrives early to open up the gates, doors and restrooms. It is typical for users to arrive early of their requested start time. Custodial remain one hour after the event ends to complete clean-up, lock doors and gates once everyone is gone. *****

4. If the site approves any use of the campus without custodial support (not an option available for organization types 4,5,6,7), then the site shall assume full responsibility for the event and facility during that time. M&O management and/or staff are not on-call and are not to be called or contacted for support in the event of emergency.

5. When our own teams, clubs or programs are on campus but the public is not in attendance (practices, rehearsals, preparation projects), no custodial support is required as long as the responsible staff member (coach, teacher, advisor) cleans up and locks up the facility before they leave.

Custodial staff is assigned to events to provide support, general security and cleaning services so that the facility is maintained in its best possible condition to meet its #1 function, providing a proper learning environment for our students Monday through Friday.

*** Large events over 500 people and/or run over 6 hours and/or use multiple venues may require more than one custodial person to complete the cleanup in a reasonable amount of time. Contact M&O for confirmation**.

SECTION 5

Use of Facility (UOF)
online Civic Permit Application Process

The Civic Permits online application can be found on the District's website @ rjuhsd.us @ Maintenance & Operations (M&O) Department webpage

SECTION 6

Facility Use Terms and Conditions Agreement and Certificate of Insurance with Additional Insured Endorsement

The acceptance of the Facility Use Terms and Conditions agreement and a Certificate of Insurance with an Additional Insured Endorsement is required to be provided by the following types of organizations:

- Non-Profit Organization
- Boosters
- Private Organization/Profit Organization
- Political Elected Officials

The name of the "Insured" on the Certificate of insurance (COI) must match the name of the Organization Making Request to use district facilities.

Ordering Certificate of Insurance (with Additional Insured Endorsement):

When the user organization orders a Certificate of Insurance, please:

- **List Certificate Holder as follows**:

  Roseville Joint Union High School District
  1750 Cirby Way
  Roseville, CA 95661

SECTION 7

Activity Waivers Required for District-Sponsored "Camps"

Voluntary Activity Waiver Form and Voluntary Activity and Medical Authorization Form Required of Participants at District-sponsored (ASB) "Camps"

When a District-sponsored activity is taking place on our campuses and it is something out of the normal course of the district's school functions, sports and extra-curricular activities, each participant of the activity must complete two forms:

1. Voluntary Activity Waiver Release & Indemnity Agreement (Form SR 1330.5.7.1A)
2. Voluntary Activity and Medical Authorization (Form SR 1330.5.7.1B)

Examples of activities requiring these forms would be:

- Fun Run hosted by Track ASB Club and attended by team members and public
- Summer Cheer Camp or band camp

Samples of these forms are on the following pages.

Please note: No health insurance is provided by the District.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
VOLUNTARY ACTIVITY WAIVER RELEASE
AND INDEMNITY AGREEMENT

For and in consideration of permitting _____ (Participant) to enroll in and participate in_____(Activity) and class instruction _____(Activity) given by the Roseville Joint Union High School District (RJUHSD) in the City of _____, County of _____, State of California, beginning on the _____ day of _____, 20____, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging in or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action which may hereafter arise for him/herself or his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against RJUHSD or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any said persons, or otherwise.

IT IS THE INTENTION OF _____ (Participant) BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE RJUHSD FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against RJUHSD, he/she shall indemnify and save harmless the same RJUHSD from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of _____ (Activity), and is fully aware of the legal consequences of signing this instrument.

_____

Signature (Participant) Date

_____

Signature (Witness) Date

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
VOLUNTARY ACTIVITY AND
MEDICAL AUTHORIZATION–MINOR

The Roseville Joint Union High School District does not provide health insurance to students or other participants of activities held on District premises.

Dear Parent/Guardian: Kindly complete this form.

_____ has my permission to participate in the
(Minor's Name)

following activity: _____

Location: _____

Begin Date & Time: _____End Date & Time: _____

Parent/Guardian:

1. All drugs must be registered on this form;

2. All drugs excepting those which must be kept on the student's person for emergency use, must be kept and distributed by the staff;

3. (___) Check here if there are no special problems that the staff should be aware of and no drugs are required on the trip; (4) If any medication or drugs are to be taken by student, list them here:

Name of drug(s) and reason: _____

_____

If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet.

In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I fully understand that participants are to abide by all rules and regulations governing conduct during this activity. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

Parent/Guardian Signature: _____ Date: _____

Address: _____ Phone: _____

Student Signature: _____ Date of Birth:_____

_____

Medical Insurance Carrier Policy No. Phone #