Simi Valley USD
Administrative Regulation
Use Of School Facilities

AR 1330
Community Relations

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 submit a statement of information indicating that the organization upholds the state and federal constitutions and does 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. 5148.3 - 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)

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 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 facility for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

(cf. 3513.3 - Tobacco-Free Schools)

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 Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

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. 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 negligence of the group.

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.

Rules and Regulations Governing Activities

General

1. The protection of all persons attending the meeting or activity and the protection of the property of the Simi Valley Unified School District is the responsibility of the organization using the facility.

2. Use of possession of intoxicants and narcotics in school facilities or on school property is prohibited. Profane language, quarreling, fighting or obscenity is not permitted.

3. Smoking is prohibited in school facilities.

4. No person, group, club or association shall sell, give away, display or exhibit material on school premises without the permission of the Superintendent or his/her delegate representative.

5. Organizations using school facilities must comply with all city, county, State and Federal laws and ordinances.

6. The school district assumes no responsibility for properties left on the premises by any organization, club, group or individual.

7. No permit shall be issued for dances, except those sponsored by school related organizations or specifically authorized by the Superintendent.

8. Special conditions may be imposed on the approval of permits for certain activities as deemed necessary by the district.

Hours of Use

No use of buildings or facilities shall begin prior to 8:00 a.m. or continue beyond 11:00

p.m., unless continued use beyond these times has been approved by the Superintendent.

Community Service Permits and Rental Agreements

The Superintendent will designate the person who shall be charged with the responsibility of overseeing the use of school facilities. His/her office is the repository for all documents required to register each user with the district.

All persons, groups, associations or organizations who wish to use the facilities or grounds of the school district must first register with the Superintendent's designee responsible for the use of school facilities.

The following documents must be presented, filled out and/or signed and on file in that office before a use of school facilities may be granted.

1. Individuals:

a. Personal identification - facsimile of driver's license.

b. Sign "Hold Harmless."

c. Sign "Statement of Information."

d. A certificate of insurance indicating that Simi Valley Unified School district is additionally covered by his/her personal liability and property damage insurance policy the amount of which shall be determined by the district.

2. Nonprofit Groups, Associations or Organizations:

a. Identification

(1) Copy of Articles of Incorporation as a nonprofit organization with the Secretary of State of California.

(2) Facsimile of their registration with the Internal Revenue Service as a nonprofit organization.

b. Sign "Hold Harmless."

c. Sign "Statement of Information."

d. A certificate of insurance indicating that the district is additionally covered by the organization's personal liability and property damage insurance policy, the amount of which shall be determined by the district.

3. Commercial Enterprises:

a. Identification:

(1) Copy of Articles of Incorporation

(2) Registration of doing business license of the City of Simi Valley.

(3) Facsimile of current business license of the City of Simi Valley.

b. Sign "Hold Harmless."

c. Sign "Statement of Information."

d. A certificate of insurance indicating that Simi Valley Unified School District is additionally covered by the personal liability and property damage insurance policy of the enterprise, the amount of said insurance shall be determined by the district.

When the requirements of application are fulfilled, the applicant may contact any site in the district and fill out a “Facility Use Agreement” and make all arrangements for the facility, equipment and personnel needed for their use.

The site administrator or designee shall confirm the requestor's registration with the Facilities Department. S/he should review the application and discuss any special needs for the use, estimate the charges and sign the Site Request and Billing Information form. The applicant receives a copy of the site request, and the rules for usage on the back thereof should be emphasized.

If food is to be prepared and served using kitchen facilities of the site, the applicant should be directed to the Food Services Department to make arrangements to use the kitchen (Board Policy 1332).

Fees for Use of Facilities

Charges for the use of facilities will be made according to the schedule described herein. The Assistant Superintendent, Facilities and Property may require an audit of any monies received by the use permit holder which relate to any meeting held on school property, whenever it appears that the nature of the actual use differed from that described in the application.

The Site Administrator or designee may require that a qualified school employee operate certain district owned equipment for the outside agency. The district will be reimbursed for the expense related to such use.

A personnel service charge shall be made to any person, group or organization whose use requires one of the following:

1. Set-up and/or clean-up time which exceeds the time required to open and close the facility for the activity.

2. Any activity which takes place on dates when the District Business Office is not normally open for business.

3. The requestor insists on using a facility at which there would be no district personnel to service the activity.

the user group must contact the school and the district office if cancelling their event. notification of cancellation by either the user group or the district must be done at least 8 days prior to the event. A 50% non-refundable fee applies to film groups who cancel scheduled usage.

Payments for invoices are due ten (10) days prior to the event.

New groups may be required to pay the usage fees prior to the activity. Any applicant that is delinquent on the payment of fees for a previous use of facilities will be required to pay the outstanding balance and the current fees prior to approval of the permit.

Fees and charges: will be assigned in accordance with the Exhibit E 1330.

Fees will be administratively increased each year as warranted by increases in costs incurred by the district.

Regulation SIMI VALLEY UNIFIED SCHOOL DISTRICT
Adopted: June 7, 1994
Revised: May 21, 1996
revised: October 10, 2006
revised: March 9, 2010
revised: August 6, 2013