RULES, REGULATIONS AND POLICIES OF THE BURBANK BOARD OF EDUCATION REGARDING USE OF SCHOOL FACILITIES

(Per Board Policy 1330)

1. All applications for the use of school facilities shall be referred to the Director of Facilities. These applications should be filed at least two weeks in advance of the time the use is desired.

2. Any request for the use of facilities by an organization or a group, shall be presented in writing on a form approved by the Board of Education and signed by the President or Secretary of the organization, or by the individual assuming responsibility for use of facility. "Use of Facilities Request" forms may be obtained at Facilities Services, the school offices of the Burbank Unified School District or online at www.burbankusd.org . All copies of the application shall be completed and returned to Facilities Services; the original to be filed at Facilities Services, second copy to requesting, and third copy to the school.

3. Rental charges shall be made for all activities which do not qualify for free Civic Center use under the provisions of the Civic Center Act. A copy of the Fee Schedule adopted by the Board of Education can be obtained from Facilities Services.

4. School premises shall not be available on school days between the hours of 8 a.m. and 5 p.m. except by special permission of the Director of Facilities, nor shall school premises be available on such occasions or during such hours as have been scheduled in advance by the various school principals for school exercises or functions or in connection with regular school work.

5. Whenever the use of school premises without a rental fee is permitted, it is understood that there will be no admission fee charged, no soliciting of funds, no free will offering, nor sale of literature by the organization using the school facilities.

6. There shall be no smoking in or about school buildings and premises, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling, fighting or gambling be permitted. Violation of this rule by an organization during occupancy shall be sufficient cause for revoking the organization's facility use permit and denying further use of school premises to the organization.

7. Nothing shall be offered for sale at meetings without special permission from the Director of Facilities.

8. The use of school premises shall not be granted when in the opinion of the Director of Facilities, there is a possibility of damage or injury to school propert6y. In case of loss or damage does occur, the person or group signing the request for use of premises shall be fully responsible and liable and shall assume such liability before being granted the use of school premises.

9. Any permit may be revoked by the Director of Facilities for any organization that fails to use the facility as scheduled for three consecutive times.

10. There shall always be a school custodian on duty when school facilities are being used by outside groups. It is further understood that all additional personnel furnished by the Board of Education become a part of the rental agreement. It shall be the duty of the custodian to see that these rules and regulations are enforced and to report any violations or attempted violations to the Director of Facilities. Whenever the Director of Facilities feels that these rules and regulations have been violated, he shall revoke such permit or permits to use as have been given to the organization in question and shall refuse to give further permits to them.

11. Persons or organizations using school premises including a stage or stage equipment shall not be permitted to remove or displace furniture or apparatus including lights, curtains, ceiling balances, the counter weights systems or the switchboard except under the supervision of the school employee in charge. Where a stage is to be used, full details of equipment and personnel needed must be furnished in advance.

12. All rental fees or service charges are payable in advance. Opening of the buildings for use shall be dependent upon the showing of an approved copy of the "Use of Facilities Request" to the custodian in charge. Users of outside facilities must have in their possession an approved copy of the request.

13. Any individual, group or organization qualified for free Civic Center use of school property shall assume the risks and bear all costs specified in the Civic Center Act and Board Policy. The Hold Harmless Agreement for Activities Qualifying for Free Civic Center Use Under Subdivision (a) of Education Code Section 40043 form approved by the Board of Education, shall be submitted with and become a part of the Use of Facilities Request. All other individuals, groups or organizations using school propert6y shall hold the Burbank Unified School District, its governing Board, the 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 or occupancy of school property. A Hold Harmless Agreement for Activities Qualifying for Civic Rental Costs or Commercial Rentals form approved by the Board of Education shall be submitted with and become a part of the Request for Use of School Facilities. Organizations requesting permits for use of athletic facilities or other facilities as may be deemed appropriate shall provide evidence of suitable liability insurance coverage and shall provide a certificate of insurance showing the District as an additional named insured prior to the use of the facility.

14. The School District shall assume no responsibility for mail of a non-school group and shall not permit the use of the school telephones or school mail by any such group or representative thereof.