



USE OF SCHOOL FACILITIES

Exhibit 1

Facility Permit Procedure Manual

School facilities are primarily for school programs and activities. The Board of Education also encourages and authorizes the use of school facilities by outside organizations and community groups when such use does not interfere with school functions. The Facility Use Department coordinates and permits the use of school district facilities to all outside groups. These rules of use apply to all Facility Permits. There are additional rules that accompany filming and the use of theaters, kitchens, and athletic facilities.

The Facility Permit Office is part of the Facility Use Department. The department is a function of the Business Services Office. It supports all outside facility use of District property. This includes the following four areas:

- *Theater Operations* manages Filming, Large Special Events and Theater Use. This part of the office supports student productions, District events and News/PSA/Document filming of students.
- *Facility Permits* issues and manages permits for community and commercial groups to use all other facilities. These include cafeterias, libraries, classrooms, gyms, pools, fields, etc. This office supports the facility use of Affiliated Groups, such as PTAs, Booster Clubs and the Education Foundation. This is the Civic Center Use part of the Department.
- *Joint Use* coordinates and supports the joint use of facilities by the Cities of Santa Monica and Malibu and of Santa Monica College. We administer the Santa Monica Playground Partnership, Upper CREST Program, Middle School Programs and Samohi Athletic Joint Use, along with the Malibu Athletic Facility Use and Camps and the Equestrian Park.
- *Lease* supports the Business Office in the management of leased properties.

The mission of the department is to make facilities available for use by outside groups to generate revenue that is used to maintain these facilities and to encourage positive civic center and community experience of our facilities.

I. Rental Procedures

All external groups must obtain a permit from the Facility Permit Office to use District facilities. To obtain a permit:

- **AVAILABILITY:** Please fill out an online Facility Rental Request at: (<https://salesforce.123formbuilder.com/form-5138503/>). The Facility Permit Office will determine if the facility is available on the date and time of your request.
- **RULES OF USE:** Please review the Rules of Use for Facilities when considering the use of school facilities. There are policies and regulations such as the State law prohibiting the use of tobacco and alcohol on school sites that you need to be aware of and be willing to abide by.
- **ESTIMATE:** If the facility is available, the Facility Permit Office will send you a rough estimate of costs. The estimate will include applicable rental fees, personnel costs, the applicable permit fee, and equipment charges. The estimate is sometimes revised due to changes in the rental requirements or demands of the school site.
 - All organizations are required to pay applicable permit fees and any direct personnel costs.
 - To determine your rental and permit fees use the Rate Flow Chart
 - Permit Fees are based on the approved Facility Fee Schedule.

RENTAL AGREEMENT: If you choose to proceed, the Facility Permit Office develops a Rental Agreement and Invoice for the permit. Please review the Sample Rental Agreement and applicable Riders: Athletic Facilities; Cafeteria/Kitchen; Filming; Theater; Theater/Filming.

- **SUBMIT DOCUMENTS:** To complete the permit, you will need to provide the following items to the Permit Office:
 - Signed agreement – It must be signed by an authorized representative of your group.
 - Check for Rental Fee and Estimate of Services
 - Check for Security Deposit – A refundable Security Deposit is required as part of this Agreement. The amount will be determined based on the rental.
 - Insurance Certificate - The potential user must present an Insurance Certificate of General Liability, Professional Liability including sexual misconduct, and Owned and Non-Owned Automobile Liability insurance used in the performance of service(s) by Applicant of at least \$1,000,000 combined single limit and \$2,000,000 aggregate that names the District as additionally insured.
 - Non-Profit – Non-Profit Organizations must present their Letter of Determination from the IRS to receive the lower Non-Profit rates.
- **FACILITY USE PERMIT:** When above documents are received, the Facility Use Manager will sign the rental agreement and issue a Rental Permit. You must have a copy of the Facility Permit with you at all times while you are at the facility. Facility use is not approved until a completed permit is issued by the Facility Permit Office.

For more information, please contact the Facility Permit Office. Our office is located on the first floor of the SMMUSD District Office, 1717 4th Street, Santa Monica, CA 90401. The office is open for telephone communication from 8:30 am – 5:30pm, Monday – Friday. We are open for walk-in from 3:30pm – 5:30pm and by appointment at other times.

II. Division of Revenue with Sites

Permit fees will be split between the Facility Use Department and the School Site where the permit is assigned. Sixty percent (60%) of the rental fee will be allocated to a school site's Facility Permit Account. The remaining forty percent (40%) will be allocated to the Facility Use

Department to recompense staffing associated with permitting and to compensate for materials, repairs and refurbishments.

School Sites will be allocated the portion of facility permit funds in October of the Fiscal Year following the Fiscal Year the Permit Fees were accrued.
Budget lines will be adjusted based on this revenue.

These allocations and change in budget will occur once per year:

The Facility Use Department will retain 100% of the rental fees for Barnum Hall and the Memorial Open-Air Theater (the Greek) at Santa Monica High School, the Arlene and Dick Van Dyke Theater at Malibu High School, and the John Adams Performing Arts Center on the campus of John Adams Middle School to compensate for technical theater staffing support.

Facility Permit Rental Fees are allocated to maintain the physical integrity of the school. This means the funds are to be used to maintain and enhance the physical spaces of school sites, especially those used for facility permit and joint use. Funds can also be used for facility supplies and personnel. The funds should not be used for academic needs or equipment and personnel to support academic needs.

According to SB 1404 that revised the Civic Center Act, the use of Facility Permit funds is limited to non-classroom space and school grounds.

Please remember a Project Request Form must be filled out for any temporary or permanent physical changes to a District facility. This includes, but is not limited to, Adding/Removing Equipment, Structural or Site Alteration or Facility/Grounds Enhancement. This aids the affected sites and departments in supporting positive changes.

Examples

1. Custodial Supplies: Any Paper Stock, Lights, and Tools
2. Custodial Equipment: Floor Equipment - Extractors, Strippers, Wet or Dry Vacuums, Auto Scrubber's Pressure Washer
3. Gardening/Landscaping Supplies: Water Hoses, Trash Cans, Hand Tools
4. Sports Equipment: Volleyball/Basketball Nets, Balls
5. Event Equipment and Furniture: Bleachers, Tables, Chairs, Stanchions
6. Event technology: Sound systems, stage lighting, stage curtains
7. Paint - touch up and repair or new paint
8. Replace Equipment or purchase new Facility Equipment
9. Salaries and benefits for staff used for permits NOT covered by District M&O

III. Rules of Use for Facilities

These rules of use apply to all Facility Permits. User Groups must acknowledge with an authorized signature they have received and agree to abide by these rules. There are additional rules that accompany filming and the use of theaters, kitchens, and athletic facilities.

Rules of Use for Facilities

Any exception to these Rules of Use must be approved in writing, in advance. Violations will be grounds for cancellation of the permit and removal of all users from the premises.

1. You must comply with all State and local fire, health, and safety laws.
2. You are responsible for informing your staff of these Rules of Use and ensuring their enforcement.
3. The number of people in a facility must not exceed the approved capacity.
4. No smoking anywhere on campus (by State law).
5. No alcohol, intoxicants, hallucinatory drugs, or narcotics may be present on campus. Alcohol may only be sold or consumed on District property with written authorization from the Superintendent or designee accompanied by an approved one-day special event license from California Department of Alcoholic Beverage Control. See procedures for the sale and consumption of alcohol in Section 8.
6. No animals are allowed on campus, except officially sanctioned service animals.
7. Electric- or gas-powered skateboards, bicycles, and scooters may not be used on any campus. They must be walked or carried.
8. Non-motorized skateboards, bicycles, roller skates/blades and scooters may only be used if the rider is a minor being taught to ride by their parent/guardian at sites and during hours designated for Playground Partnership or Malibu Community Use.
9. Small directional signs may be used. They must be put up using **blue painter's tape**. *No duct tape or scotch tape*. All signs, tape, and cable ties must be removed after your event.
10. The sale of all items must be approved in advance by the Facility Use Department.
11. Vehicles must be driven in driveways and parked in parking spaces *only*. Fire lanes *must* be kept clear at all times. Parking is at your own risk and is *not guaranteed to be available*.
12. There are to be no physical changes made to facilities or equipment.
13. All payments are made to the Facility Use Department. *No money should ever be paid directly to any school personnel for services rendered.*
14. You will have exclusive use of the facilities you've rented. However, other facilities on campus may be in use at the same time.
15. Events may not exclude any person on the basis of race, religion, creed, national origin, ancestry, gender, or sexual orientation.

The following procedures for use of facilities apply to all permit use. Any use contrary to or in violation of any law, or of these rules and regulations, shall be grounds for cancellation of the permit and for removing the users from the property and may be grounds for barring such individual, group or organization from further use of the facilities of this district.

1. General

- 1.1. Any use of school facilities shall comply with all State and local fire, health and safety laws. Persons or groups to whom permits, leases or other authorizations for the use of school property are granted shall insure that all activities carried on, all equipment used or placed upon school property and all foods or other items of personal property used or distributed shall comply with applicable State and local fire, health and safety laws and regulations.
- 1.2. Any organization granted use of a District facility shall not deny the use of the facility to any person because of their race, religion, creed, national origin, ancestry, gender or sexual orientation.

- 1.3. The District ensures Licensee's exclusive use of the Facilities listed on the invoice during the term. However, the District retains the exclusive right to use all other buildings, facilities and equipment on the Property concurrent with the Licensee's use of the Facilities. Licensee hereby agrees and acknowledges that the District makes no representation or warranty that other use of the Property will not interfere with any aspect of Licensee's use of the Facilities.
- 1.4. The Facility Permit Office may require individuals or organizations to submit, in writing, the nature and purpose of the organization and the nature and purpose of the proposed use. Such information may be in addition to information requested on the Availability Request for Facilities form and may be considered an additional District application requirement.
- 1.5. No use may be granted in such a manner as to constitute a monopoly for the benefit of any one person or organization.
- 1.6. School premises shall not be used by any person or group as a political campaign headquarter.
- 1.7. District offices shall assume no responsibility for mail or deliveries for a non-school group. The use of school telephones, internet access, fax and copy machines along with other communication equipment will be limited to permission from the Facility Use Manager or designee,
- 1.8. Items offered for sale, including food and concessions, must be approved in advance by the Facility Permit Office. Items not pre-approved may be removed from sale at the discretion of the Facility Use Manager or designees. An additional permit for the sale of food may be required by the county health office.
- 1.9. Access and use of onsite Parking is not guaranteed unless included in the signed agreement. The District needs and activities take precedence in parking over facility use permits.

2. What Not To Do (Proscriptions)

- 2.1 Smoking is not permitted on school property by state law.
- 2.2. There shall be no use of intoxicants, hallucinatory drugs or narcotics in or about the school premises. Alcohol may only be sold or consumed on District property with written authorization from the Superintendent or designee accompanied by an approved one-day special event license from the California Department of Alcoholic Beverage Control. See procedures for the sale and consumption of alcohol in Section 8.
- 2.3. There shall be no fighting or gambling in or about the school premises.
- 2.4. No dogs or other animals are allowed on campus. Service animals are allowed *only* if they are aiding disabled persons and are trained to perform a duty specifically in support of that person's disability. Exceptions for artistic and creative use must be approved by the Facility Use Manager in writing prior to the event.
- 2.5. Skateboards, bicycles, roller skates/blades, scooters, electrical- or gas-powered devices may not be used on campus. They must be walked or carried. Exceptions must be approved by the Facility Use Manager in writing prior to the event.

3. Financial

- 3.1. All payments are to be made to the Facility Permit Office. No money should ever be paid directly to any school personnel for services rendered. No gratuities shall be offered to school personnel nor shall school personnel accept gratuities from a Licensee.
- 3.2. An application fee and security deposit payment may be required prior to use of the facilities. Any fees associated with the permit must be paid to the Permit Office five (5) business days prior to the event. If overtime or additional services are required beyond those included in the initial charge, the Licensee will be invoiced for the outstanding balance. Final payment must be received within thirty (30) days on invoice.
- 3.3. All rental fees and an estimate of services must be paid prior to the event. The following payment schedule will be followed:
 - 3.3.1. The event is contracted a month or less prior to the event: The entire Rental Fee and estimate of services is due upon signing of this agreement.
 - 3.3.2. The event is contracted from one to three months prior to the event: One half of the Rental Fee and estimate of services is due upon signing of the agreement. The second half of the Rental Fee and estimate of services must be received five business days prior to the commencement of the Term.
 - 3.3.3. The event is contracted more than three months prior to the event: One third of the Rental Fee and estimate of services is due upon signing of the contract. The second third of the Rental Fee and estimate of services must be received one month prior to the event. The final third of the Rental Fee and estimate of services must be received five business days prior to the event.
 - 3.3.4. Ongoing regular events: The renter will be billed on the fifteenth of each month. Payment must be received prior to the beginning of the next month.
- 3.4. The Director of Facility Use will set the fee at the time of application for any facilities not included in the Schedule of Charges.
- 3.5. In Kind Contributions in exchange for facility fees must be pre-approved in writing prior to signing the agreement. In kind Contributions are approved on a case by case basis.
- 3.6. The Licensee may terminate this agreement at any time. In such event, all rental fees previously paid by Licensee to the District shall be deemed non-refundable and shall be retained by District.

4. Schedules and Personnel

- 4.1. District personnel must be on site for all Facility Permits. If an event results in staff overtime costs, the Licensee shall pay the direct cost of the services to the District in addition to the rental fee if applicable.
- 4.2. Facilities will be opened and closed at the times detailed in the signed facility use agreement. Changes must be approved in writing and may result in additional charges.
- 4.3. Licensee may only use the structures, rooms or spaces detailed in the signed facility use agreement. Additional use must be contracted with a separate agreement or rider and will be available at the discretion of the Facility Use Manager or designees. Additional fees may apply.

- 4.4. Organizations permitted to use only outside school grounds and athletic fields will not automatically be provided with restrooms or other building facilities unless requested in writing. If such a request results in overtime costs, the organization shall pay direct costs.
- 4.5. In extreme circumstances, any approved Permit for Use of School Facilities may be revoked without previous notice where need of the property for public school purposes has subsequently developed. In this case, the District will notify the Licensee as soon as possible and will endeavor to assist the Licensee to find a suitable alternative location or date.
- 4.6. District equipment that requires an operator must be operated by district personnel. Licensees with appropriate skills may be authorized to operate district equipment at the discretion of the Facility Permit Office. All equipment and facilities to be used must be listed on the Application. Arrangements will be made by the District for trained personnel to operate District equipment, i.e., public address system, projectors, theater equipment etc. School equipment is not to be loaned or rented for use outside of school property.
- 4.7. The District evaluates security personnel needs for each use. The hiring of District security personnel may be required for any activity with a large number of participants or spectators. All security staff, when requested by the Applicant and/or required by the District, shall be provided by the District. Exceptions to this policy must be contracted with a separate agreement or rider and only available at the discretion of the District. The organization is bound by the determination of the District and is responsible for District personnel salaries in addition to the basic rental fee, if applicable.
- 4.8. District staff assigned to permits, including site reps, are the licensee's primary contact for any issue related to the permit. Licensees should refer to the site rep or district staff for any desired communication with other permit groups, school staff or students.

5. Care of the Facilities

- 5.1. Licensee shall not make, or cause to be made, any alterations, additions or improvements to or of Premises, or any part of equipment thereof, without prior written consent from the Facility Use Manager. No structures may be erected or assembled nor may any electrical, mechanical, or other equipment be brought thereon unless written approval has been obtained from the Facility Permit Office.
- 5.2. Any breakage, damage or loss of District property, beyond reasonable wear and tear, shall be paid for by the using organization even when such breakage, damage or loss is caused by spectators or observers who are not official members of the organization. The supervision of the organization should be sufficient to protect school property against all losses as a result of the activity. Cost of any loss shall be established by the Facility Permit Office and a proper invoice submitted to the responsible organization. Failure to pay for such damage promptly shall be grounds for refusal of future applications.
- 5.3. Groups must observe the ordinary rules of cleanliness and shall not leave any facility littered with paper or trash. If facilities are left littered and unsanitary, the using organization will be invoiced for the cost necessary to clean the facility.
- 5.4. School furniture or apparatus, including directional signs, may not be removed or displaced without permission from and under the supervision of the school district employee supervising the activity.

- 5.5. All Temporary Banners and Signage must adhere to the Signage procedure. Any small directional or informational signs needed for your event may be taped up using *blue painter's tape only*. Duct tape, scotch tape, and other types of tape are not to be used. All signs and tape need to be removed immediately and completely by the licensee after the event. Banners may be hung, with prior approval, using zip ties. Banners and zip ties must be removed immediately after your event.
- 5.5.1 Decorations and signs must be flameproof and erected in such a manner as to not damage District property and must be removed immediately following the event or the organization will be charged extra labor fees. Decorations are not permitted on any painted surface nor hung from the ceiling. Any advertisement or handout material must be removed at the end of the event.
- 5.6. Licensees are not allowed to store items at the sites unless authorized in writing by the Facility Permit Office. When permitted, an additional fee might apply. Permission to store items on site must be renewed with each permit. The District is not responsible for safety and security of renter's property brought on or stored on site.

6. Safety

- 6.1. Licensee is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities by all individuals on site for the permit.
- 6.2. The number of people present shall not exceed the posted seating capacity for the building. This is a Fire Regulation.
- 6.3. Vehicles must travel and park in approved areas, following all posted regulations. Fire lanes must be kept clear at all times. No driving on grass, sidewalks, playing fields, basketball courts, tracks or other pedestrian areas.
- 6.4. All juvenile organizations or groups seeking use of school premises must have adequate adult supervision. Sponsors and supervisors of such groups shall at all times exercise control and maintain a high standard of conduct with all members of the group. The school district may require an organization to provide adequate security or other additional personnel to maintain control and safeguard property.
- 6.5. Firearms may not be brought onto campus or within the Gun-Free School Zone, unless allowed under Penal Code 626.9.

7. Legal

- 7.1. Licensee shall not voluntarily, or by operation of law, assign or transfer this Rental Agreement or any interest therein, and shall not sublet Premises or any part thereof without the District's prior consent.
- 7.2. In the event that Premises are unavailable for use due to partial or total destruction, acts of nature, strikes, action by governmental agencies, force majeure or for any other reason beyond the exclusive reasonable control of the District, the District shall have the right to terminate this Agreement by refunding all deposits due Licensee. If possession or use of the facility has begun, the rental and other charges shall be prorated.
- 7.3. In the event that either party shall retain the service of an attorney to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, including the costs of corporate staff counsel, and interest thereon at the prevailing legal rate.

- 7.4. Subject to the terms and conditions of this Agreement, if the Licensee fails to perform any material term or condition of this Agreement, or otherwise breaches this Agreement, and such failure or breach continues after delivery of written notice from the District to the Licensee, the District may, at its option and without any further demand, terminate this Agreement and/or exercise any other right or remedy available at law or in equity.
- 7.4.1. Notwithstanding, the Facility Use Manager or designee has the immediate authority to curtail or terminate any activity that might result in personal harm or permanent damage to the facility.
- 7.4.2. If the Licensee is in occupancy of the Facilities upon termination of this Agreement, the Licensee shall promptly vacate the Facilities and the Property and shall forfeit all rights under this Agreement including any rights to monies due to, from or paid to the District in the form of use fees, rents, charges, and/or deposits.
- 7.4.3. In no event shall the District be responsible for any losses, including without limitation, any revenues, profits, costs, expenses, deposits or other fees, costs and expenses earned or accrued by the Licensee, whether in connection with the Event or otherwise, as result of such termination.
- 7.5. The District shall not be subject to legal action or liable for damages in the event that Licensee is in material default hereunder.

8. Sale and Consumption of Alcohol

The following procedures for the sale and consumption of alcohol apply to all permit use. Any sale or consumption of alcohol without written authorization from the Superintendent or designee and an approved one-day special event license from the California Department of Alcoholic Beverage Control is strictly prohibited. Any use contrary to or in violation of any law, or of these rules and regulations shall be grounds for cancellation of the permit and for removing the users from the property and may be grounds for barring such individual, group or organization from further use of the facilities of this district.

- “After-hours” is defined as a time when classes are not in session, or after classes let out for the day.
 - “Pupil” vs. “Student” defined: A student is someone directly enrolled in school to learn a course of study. A pupil is a young person who is under the direct supervision of a teacher or administrator.
1. No one under the age of 21 shall be given or allowed to consume alcohol.
 2. A secure perimeter must be established for the area where alcohol may be served and consumed.
 - a. This would include facilities such as Barnum Hall lobby, John Adams Performing Arts Center Reception Hall, Discovery Building Rooftop event area, Greek Theatre, etc.
 - b. Facilities that do not inherently have physical boundaries must be secured with a physical or the appearance of a physical barrier, ie: stanchions, fencing, pipe and drape.

3. Alcohol sales would be restricted to certain facilities and times.
 - a. No alcohol will be sold during the school day unless the area is completely isolated from pupils.
4. A Campus Security Officer must be directly in the area where alcohol is being served.
5. ID checks will be performed on-site by Campus Security Officers. If necessary, special identification could be issued to those over 21 years of age – such as a wristband.
6. A special permit to serve alcohol must be obtained from the Facility Use Department.
7. An event license or permit must be obtained for special events through the California Department of Alcoholic Beverage Control.
8. Approved catering or beverage company must have a certificate of insurance on-file with the Facility Use Department prior to the serving of alcohol.
9. All servers of alcohol must be hired and provided by the approved catering or beverage company.
10. Servers of alcohol shall not also consume alcohol at the event.
11. No alcohol shall be furnished to an obviously intoxicated person.
12. Drinks shall be served in containers no larger than 12 ounces.
13. Non-alcoholic beverages shall be available for consumption at the event.
14. No attendees will be allowed to bring their own alcoholic beverages to the event.
15. No alcohol is to be removed from established and approved area(s).

IV. Procedures for Use of School Cafeterias and Kitchens

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition for our students. The kitchens are managed and the cafeterias utilized by Food and Nutrition Services (FNS). Use of these facilities by outside and school groups will not be allowed to disrupt the work of Food and Nutrition Services. Use of kitchens and cafeterias is allowed and permitted under the following regulations:

1. Cafeteria without Kitchen Use

- 1.1. Cafeterias are multi-purpose spaces used and managed by the school sites. When not in use by FNS, cafeterias are used and scheduled freely for school activities. School sites will work with custodial staff to daily restore the space for FNS use.
- 1.2. Cafeterias are available for permitting by outside groups and are designated as a Civic Center space. Use must be permitted through the Facility Permit Office.
- 1.3. School and Facility Permit holders may use sinks and counter spaces in the Kitchens for simple activities such as making coffee or cutting cakes as part of this use. The use of kitchen equipment, tools or supplies is prohibited unless the use of the kitchen is included in the agreement or permit. All kitchen use must

follow the regulations below. Unauthorized use of the kitchen facilities will result in a discontinuation of permit and use.

2. Kitchen Use

- 2.1. All use of kitchen facilities, equipment or supplies for cooking and preparation of food must receive special authorization by the Director of FNS. School sites will work directly with FNS for authorization. Permit users will coordinate their use through the Facility Permit office.
- 2.2. A Food Services employee shall be on duty whenever the cafeteria kitchens are being used. At no time is the kitchen to be open for use without a Food Services employee present the full time.
- 2.3. Arrangements shall be made with the Director of FNS by the using organization at least two weeks prior to the function so that an understanding may be reached as to the use of the facility.
- 2.4. The organization using the kitchen shall be responsible for the preparation of the food, the serving of the food and the cleaning of the serving room and kitchen, washing the dishes, pots and pans used, and performing other necessary duties in order to leave the kitchen and premises in the condition in which it was found.
- 2.5. The Food Service employee shall not be expected to take responsibility for the preparation of the food unless the meal is being prepared as a function of FNS. Their duties are primarily to direct, assist, and supervise the proper use of cafeteria equipment and facilities and to assume the responsibility of assuring the facility is left clean and in good order.
- 2.6. Breakage, damage, or loss of equipment shall be paid by the organization using the Food Service facilities.
- 2.7. School Site and Facility Permit users will be charged the direct cost to the district for hiring the Food Service employee as per the agreement with classified staff. There is a three-hour minimum for all employee work calls. When the work exceeds their regular assignment, the employee will be compensated at a rate of one and half times their salary.
- 2.8. School sites will be billed by the FNS Office and will be responsible for compensating the FNS for the costs. Permit users will be invoiced the estimate of use prior to the event by the Facility Permit office. This must be paid in full prior to the event. Any additional costs or damage will be invoiced to the permit user following the event. The security deposit will be returned after the final invoice is paid.
- 2.9. Use of district kitchens will only be allowed on non-school days and on school days between 2:30 p.m. and 9:30 p.m. Exceptions must be authorized in writing by the Director of FNS.
- 2.10. Use of refrigerators must be arranged in advance with the Director of Food and Nutrition Services or designees. Requirements of the cafeteria receive first consideration.

- 2.11. Any leftover food and/or beverages belonging to the organization must be removed from the cafeteria site immediately following the function by the using organization. Any leftover food and/or beverages will be discarded by the Food Service employee the following working day.
- 2.12. No home-prepared foods may be sold or served as meals or refreshments on campus during school days. Food may be sold or served on campus only if prepared in our school kitchens under conditions approved by the City or County Health Department or from an approved source.
- 2.13. Commercial caterers may only use Food Service facilities with written permission by the Director of FNS.
- 2.14. FNS will not generally provide catered meals except for school-sponsored events. When FNS prepares or serves catered meals, the school or permit user will be charged the prevailing rate approved by the school district.
- 2.15. No child under fifteen years of age shall be allowed in the kitchen area.
3. Any use contrary to or in violation of any law, or of these rules and regulations, shall be referred to the Director of FNS (and in relation to permit users, the Facility Use Manager) for consideration and disposition. Abuse of the Cafeterias and Kitchens may be grounds for cancellation of use or permit; for removing the users from the property; and/or may be grounds for barring such individual, group or organization from further use of the facilities of this district.

V. Procedures for Use of Athletic Facilities

Specialized District Physical Education and Athletic facilities include, but are not limited to, all pools, playfields, tracks, playgrounds, gymnasiums, fitness centers, multi-purpose rooms, wrestling rooms, dance rooms, weight training rooms, outdoor athletic courts, tennis courts, shower rooms, locker rooms, associated restrooms/dressing rooms and any other facilities designated as such.

1. Use of these facilities outside of the school day requires either an internal permit for school use and school approved use or a facility permit issued to external users by the Facility Permit Office or one of the authorized joint use partners.
2. An approved/authorized facility permit must be completed and on file prior to scheduling any event on or in any of the Athletic facilities.
3. Athletic Facilities are designated for organized athletic activity only, unless the permit specifies otherwise.
4. When using outdoor facilities, permit holders must refrain from excessive noise or using whistles prior to 8am Monday - Saturday and 9am on Sundays, and avoid unnecessary noise during other times.
5. Permission must be received in writing from the permit supervisor to utilize amplified sound, drums or other instruments.
6. Use of facilities is limited to those identified on the permit during the dates and times indicated and for the stated purpose. Permits are not transferable.

7. Permitted time should include warm-up time if use of the field is desired for warming up players.
8. Any behavior or activity that is determined by the district staff to be unsafe, a violation of park rules or unsportsmanlike conduct is prohibited. Examples of unsportsmanlike conduct include: aggressive, intimidating, abusive or threatening actions, cursing or fighting. In the event that prohibited behavior occurs, local authorities may be called and violators may be required to vacate the premises or may be subject to arrest.
9. It is the responsibility of Permit holders to inform visiting teams of these regulations and to insure to the best of their ability their adherence to these rules.
10. Permits may be revoked and/or denied in the future if there is any violation of these rules or any abuse of the privilege of using Athletic facilities or equipment.
11. Field Rules.
 - 11.1. For your safety and the enjoyment of all users, the following are prohibited on all playing fields:
 - Metal cleats (Exception: baseball)
 - Permanent marking materials
 - Animals
 - Bicycles, skateboards or unauthorized vehicles
 - 11.2. In addition to the above, the following are prohibited on artificial turf fields:
 - Food or beverage (except water)
 - Sunflower seeds
 - Chewing gum
 - Tents or shade structure
 - Staked equipment (flags, goals, etc.)
12. Inclement weather field closure procedures:
 - 12.1. Grass Fields – Weekday Process:
 - 12.1.1. If there has been inclement weather in the past 48 hours, Facility Management staff will inspect the athletic fields each morning by 11am and decide whether the field will be open for play.
 - 12.1.2. Facility Management staff will contact the Facility Permit staff with a decision. Staff will record the decision on the "Field Use Info Line" (310-255-0445) by noon and include the date.
 - 12.1.3. Occasionally, further updates may be recorded on the line in the afternoon if weather changes (either begins to rain or has become sunny, and warm causing field conditions to change).
 - 12.1.4. Facility Management staff will put up "field closed" signs and take them down as field conditions change.
 - 12.2. Grass Fields – Weekend & Holiday Process:
 - 12.2.1. If there is inclement weather within the past 48 hours, the Sports Facility Coordinator will inspect the field in the morning between 7am-9am and

decide whether the fields are open for play (note: some fields may be open while others are closed based on weather and drainage conditions).

12.2.2. Staff will record the decision on the info line between 9 and 10 am

12.2.3. Steps 3-5 remain the same.

12.3. Artificial Turf Fields:

12.3.1. Licensee has the option of using the field during inclement weather, providing there is no thunder or lightning.

12.4. Rainouts will result in rescheduling of field use if possible.

13. Swimming Pool Procedures

The following conditions apply to use of district swimming pools located at Santa Monica High School, Malibu High School and Lincoln Middle School:

13.1. An appropriate number of lifeguards will be assigned to be on duty during the time period of the permit. Lifeguards will be assigned at a three-hour minimum. Permit Holders assume the costs for Lifeguards.

13.2. In the event that the pool is deemed unusable due to contamination or some other health concern, the pool will be closed

13.2.1 If the closure is the responsibility of one of the permit holder's participants, any costs will be charged to the renter.

14. Gymnasium and Dance Studio Procedures

14.1. No food, beverages or water (including chewing gum) will be allowed on wood floors in gymnasiums or dance studios.

14.2. Licensees are responsible for protecting the wooden courts and studios from damage and abrasions other than expected wear and tear from standard athletic use.

14.2.1. All equipment, including but not limited to tables, chairs, and stanchions, that are placed on a gym/dance studio wooden floor must have non-abrasive bottoms. Mats must cover the floor when there is any expectation of damage. The Facility Use Manager or designee must approve any alterations in this procedure prior to use.

14.2.2. Proper shoes must be worn at all times when using gym or dance studio floors.

14.2.2.1. Gym: Gym or tennis shoes with rubber bottoms, no hard shoes, heels or sandals.

14.2.2.2. Dance: Dance, ballet or tennis shoes.

14.3. Gymnasiums must be restored to pre-permit condition at the end of the use. Volleyball nets & poles, scoreboards, stands, custodial equipment and basketball hoops must be restored to their pre-use condition.

- 14.4. User groups will be charged for any damage to District Athletic Equipment caused by hanging on rims/nets, throwing balls at breakable objects or damaging equipment.

VI. General Procedures for Theater, Filming and Special Event Use.

The Santa Monica-Malibu Unified School District (The District) has a number of high-quality Theaters, Auditoriums and Amphitheaters. These spaces are the centers of the cultural life at our schools. They are the venues for our award-winning Performing Arts programs. Making them available for rental expands the cultural and entertainment opportunities for our schools and local communities.

The District performing arts spaces are managed by the Theater Operations Office. The following regulations apply to all use of Theaters and Auditoriums:

1. Terms: A reservation of calendar dates shall not be confirmed until an Agreement is fully executed and the Rental Fee and estimate of charges is paid according to the Payment Schedule.
 - 1.1. A "hold" may be placed on the calendar for an upcoming rental prior to completing the rental agreement. If another facility user requests the same day, the organization placing the hold will have 24 hours to secure the date with an appropriate deposit.
 - 1.2. The Full Rental Day is a twelve (12) hour day. If the use extends past (12) hours in a single day, the Licensee will pay an overtime rate of 15% the rental rate per hour for every hour that exceeds the (12) hours. The Half Day is a six (6) hour day. If the use extends past six hours, the Licensee will be charged the full day rate for all facilities being used.
 - 1.3. The Licensee shall have no right to use the Facilities for any purpose whatsoever prior to the commencement date/time or termination date/time specified in this agreement.
2. Insurance: All theater, filming and special events must hold General Public Liability Insurance policies as per the Rental Requirements. The minimum and aggregate amounts will be determined by the use.
3. Use of Facilities: Except as otherwise expressly provided in this Agreement, the District shall not be responsible for the planning, advertising, marketing, setup and preparation of the Facilities, security, public safety services, admissions and admission/credential control, crowd control, speaker, performance or entertainment bookings, catering, food and beverage service, lighting, audio-visual services or any other aspect of the Event. If the Licensee requires such services from the District, the Licensee shall pay to the District all costs and expenses incurred by the District for such work.
 - 3.1. The Licensee shall take all appropriate and necessary actions to protect the Facilities and any personal property or equipment located thereon from damage of any type and shall comply with all requests made by the District with regard to the protection of the Facilities and any personal property or equipment located thereon.

- 3.2. The Licensee shall leave the Facilities in substantially as good condition as when received by it excepting reasonable wear and tear and use. The Licensee shall immediately restore the Facility to its prior condition, including the restoration of all lighting, audio, projections, fly-rail and projections systems to their established, published Rep Plots.
 - 3.3. The Licensee shall remove all sets, structures and other material and equipment from Facilities. Unless otherwise agreed to by the parties in writing, any equipment or furnishings of the Licensee which are left at the Property or Facilities for more than 48 hours after the event, shall be deemed abandoned by the Licensee and may be disposed of or used by the District at its sole and absolute discretion. The Licensee will be responsible for any fees incurred due to the disposal of Abandoned Equipment.
 - 3.4. The Director of Facility Use reserves the right to hold or use up to eight (8) seats which may not be sold. This includes any performance in any District auditorium or theatre. These seats will be used at the discretion of the Facility Use Manager.
4. MACHINERY, FLAMMABLE MATERIALS AND EQUIPMENT: The Licensee shall abide by the following safety requirements:
 - 4.1. The Licensee shall not erect any engine, motor or other machinery on Premises or use any gas, electricity, flammable liquid, candles, or charcoal without prior written approval of the Director of Facility Use or his designated representative. All such devices and effects must be permitted in accordance with all city, county, state and national laws.
 - 4.2. As a rule, the Licensee shall not, and shall strictly prohibit, use, exhibit or lighting of fireworks, explosive or open flames (including burning candles) anywhere on the Property. Permission for use will be granted in writing solely by the Facility Use Manager after consideration of all safety concerns and approval by the Fire Department, Police Department or any other required public safety entity.
 - 4.3. All Special Effects that have any possibility of injuring any persons or damaging any equipment or facilities must be approved in writing by the Facility Use Manager or designee, whose consent shall be granted at its sole and absolute discretion.
 - 4.4. All Electrical connections in the Facility between house power and equipment exceeding 120v must be approved by the Facility Use Manager or designee and, if necessary, a certified electrician.
 - 4.5. The Licensee shall not erect, connect or attach any decorative scenery or other materials to any facilities so as to damage any of the Facilities without the prior written approval of the Facility Use Manager or designee. The Theatre Operations Staff reserves the right to prevent the hanging of materials deemed unsafe in any way.
 - 4.6. Any and all scenery or decorative material shall be of a noncombustible type or be suitably treated with a flame retardant as defined in Section 13115 of the Health and Safety Code of the State of California. The Licensee must have flame retardant certificates on hand for all such materials.

- 4.7. All theater technical equipment, including but not limited to lighting, sound, rigging and stage mechanics, must be operated by Theater Operations staff or personnel approved by the Facility Use Manager.
 - 4.8. The Licensee agrees and acknowledges that all amplified sounds are under the sole and absolute authority of the Facility Use Manager or their designee. Sound levels shall not exceed 98DB.
 - 4.9. Animals are prohibited from being on the property, with exception of service animals. Permission to use them as part of the event must be received in writing prior to the Event by the Facility Use Manager or designee.
5. PERSONNEL: The Facilities shall at all times be under the control of the Facility Use Manager or designee. He/She will be the official representative of the District in all areas regarding this agreement and the use of the space. A District staff member must be present at all times the facilities are occupied.
 - 5.1. The District has the right and responsibility to determine District personnel required to support the event. The number and type of personnel required for the event and the cost to the Licensee are detailed in the Invoice.
 - 5.2. The Facility Use Manager or designee will be responsible for calling and hiring the technical personnel requested by Licensee, and the District reserves the right to call and hire the number of personnel the District deems necessary for a particular event. The District reserves the right to operate any and all of its own equipment.
 - 5.3. The Facility Use Manager reserves the right to permit designated District employees to enter the Facilities at all times and to require, without charge, a reasonable number of tickets, admission passes or other necessary credentials to facilitate the operation of the event.
 - 5.4. Qualified Personnel hired by the Licensee may be authorized by the Facility Use Manager to operate District Technical Equipment under the supervision of District Technical Staff. This might reduce the number of District Technical Staff required though will not eliminate the requirement for District Staff.
6. CONCESSIONS/ LOBBY SALES OF SOUVENIR AND PROGRAMS: Please see specific Theater and Filming Procedures.
7. PARKING: Parking is extremely limited at school sites. The District retains the right to either provide exclusive parking service or to rent the available parking to the Licensee for the event. All parking fees belong to and are reserved by and for the sole benefit and use of the District.
8. SIGNAGE AND ADVERTISING: All Temporary banners and signage must adhere to the Signage Procedures in the section below.
9. COPYRIGHT LICENSE: The Licensee shall secure, at its sole cost and expense, all applicable copyright licenses. The Licensee shall indemnify, defend and hold the District harmless from all claims of copyright violation of any kind in connection with the Licensee's use of the Facilities and Property. The indemnification obligations of this section shall survive the termination of this Agreement.
10. FILMING RIGHTS: Please see specific Theater and Filming Procedures.

11. **COMPLIANCE WITH LAW AND RULES:** Licensee shall not use Facilities or permit anything to be done in or about Property which will in any way conflict with any law, statute, ordinance or governmental rule or regulation.
 - 11.1. Any performer or any other person whose conduct is objectionable, disorderly or disruptive to the use of the facility or in violation of any law shall be refused entrance and shall be immediately ejected from Property. Licensee shall defend, indemnify and hold the District harmless for any claim resulting from such action.

Specific Procedures for Theater and Auditorium Use

The Santa Monica-Malibu Unified School District has a number of high-quality Theaters, Auditoriums and Amphitheaters. These spaces are the centers of the cultural life at our schools. They are the venues for our award-winning Performing Arts programs. Making them available for rental expands the cultural and entertainment opportunities for our schools and local communities.

The District performing arts spaces are managed by the Theater Operations Office. The following regulations apply to all use of Theaters and Auditoriums:

1. **TERMS:**
 - 1.1. A rehearsal may not, by definition, include more than 25 people in the audience section without prior approval of the Facility Use Manager. A rehearsal in violation of this standard shall be deemed and charged as a performance.
2. **INSURANCE:** The following minimum insurance will apply unless specifically changed in the rental agreement.
 - 2.1. Elementary Cafetoriums and Auditoriums, and the Humanities Center require General Liability coverage of one million dollars aggregate.
 - 2.2. Middle and High School Auditoriums and Amphitheaters require General Liability coverage of one million dollars per occurrence and two million dollars aggregate.
3. **USE OF FACILITIES:** Please see General Procedures.
4. **MACHINERY, FLAMMABLE MATERIALS AND EQUIPMENT:** Please see General Procedures.
5. **PERSONNEL:** Please see General Procedures.
6. **CONCESSIONS/ LOBBY SALES OF SOUVENIR AND PROGRAMS:** The District retains the right to provide exclusive concession service. The items served and prices charged shall be at the discretion of the District. All concession fees belong to, and are reserved by and for the sole benefit and use of the District.
 - 6.1. Programs, records, tapes, and other similar media, may be sold if they relate to the performance and are sold in conjunction with Licensee's event. Licensee is responsible for payment of applicable sales taxes. All items to be sold must have the District's prior approval.
 - 6.2. Catering service may be arranged by Licensee, subject to prior approval by the Facility Use Manager. Licensee will be charged for clean-up of food preparation

and serving areas as necessary. The dispensing or sale of alcoholic beverages is strictly prohibited without written authorization from the Superintendent or designee accompanied by an approved one-day special event license from California Department of Alcoholic Beverage Control. See procedures for the sale and consumption of alcohol in Section 8.

- 6.3. Food and Drink are strictly prohibited in District Theaters and Auditorium and may only be served and consumed in designated areas (i.e. Green Room in Barnum Hall, etc.), without written authorization from the Superintendent or designee.
7. **PARKING:** Parking is not guaranteed unless stated in the rental agreement.
8. **SIGNAGE AND ADVERTISING:** Licensee shall not advertise any performances or the appearance of any performer on Premises unless agreements between all parties involved have been properly executed and provided to the District.
 - 8.1. Licensee shall not use the name of Santa Monica-Malibu Unified School District, Barnum Hall, Samohi, or the name of any District School in any way other than as the location for a particular event.
 - 8.2. Signs may be posted on bulletin boards provided for such use, upon the prior approval of the Facility Use Manager. Signs may not be placed anywhere else on the Property without the District's prior consent. Advertising material which does not pertain completely to the immediate attraction may not be circulated on the Property. Under no circumstances may advertising material be circulated in parking facilities or walkways adjacent to Property.
9. **COPYRIGHT LICENSE:** Please see General Procedures.
10. **FILMING RIGHTS:** There shall be no filming or recording other than for archival purposes unless both parties also sign the Filming Rider.
 - 10.1. Licensee grants permission to the District to photograph the event and use the photographs for promotional and archival purposes.
11. **COMPLIANCE WITH LAW AND RULES:** Please see General Procedures.

Specific Procedures for Filming at Santa Monica – Malibu Unified School District

The Santa Monica Malibu Unified School District (the District) is a Film Friendly District. The Theater Operations Office is staffed with industry professionals who are here to bridge the needs of the production companies and the schools. The Theater Operations Office handles all aspects of filming from permissions, releases, agreements, permitting and facilitates all parts of the filming process.

Filming is not allowed to negatively impact school activities. All care will be given to minimize distraction and interruption by filming. The District also appreciates the positive aspects that filming brings, including showing off the school and its students in a positive light, as a teaching opportunity of a primary industry in our communities, and as a source of needed revenue to enhance school facilities.

In support of these goals, the District allows filming and recording on District property in the following categories: In-house productions, including student films; News and Documentary

Filming; and Commercial Filming and Recording. This procedure is specific to Commercial Filming and Recording. Non-profit and/or independent filming is included in Commercial Filming.

All Commercial Filming is managed by the Theater Operations Office. The following regulations apply to all Filming or Recording of District Facilities:

1. TERMS:
 - 1.1. Small Crew Still Photography and Filming will be designated as a cast and crew of twenty or fewer. Additional sized cast/crew will be charged the commercial rate.
 - 1.2. The District does not offer reduced rates for student, non-profit or independent filming.
 - 1.3. Prep/Strike Days are charged one-half of the daily filming rate. Hold days are negotiated as part of the agreement.
2. INSURANCE: The following minimum insurance will apply unless specifically changed in the rental agreement.
 - 2.1. Small Crew Still Photography and Filming will require General Liability coverage of \$1 million dollars aggregate.
 - 2.2. Large Crew Still Photography and Filming will require General Liability coverage of \$1 million per occurrence and \$2 million dollars aggregate.
3. USE OF FACILITIES: Please see General Procedures.
4. MACHINERY, FLAMMABLE MATERIALS AND EQUIPMENT: Please see General Procedures.
5. PERSONNEL: Please see General Procedures.
6. CATERING: Catering service may be arranged by the Licensee, subject to prior approval by the Facility Use Manager. Location of catering vehicles, serving lines and eating areas must be prearranged. Licensee will be charged for clean-up of food preparation and serving areas as necessary. The dispensing or sale of alcoholic beverages is strictly prohibited.
7. PARKING: Parking is not guaranteed unless stated in the rental agreement. The District will work with production companies to provide needed working truck and other parking.
8. SIGNAGE AND ADVERTISING: All Temporary banners and signage must adhere to the Signage Procedures in the section below.
9. COPYRIGHT LICENSE: The Licensee shall secure, at its sole cost and expense, all applicable copyright licenses to film any third-party signage or logo located on the Premises.
10. FILMING RIGHTS: The District herein irrevocably grants the Licensee the right to use, photograph and record (including without limitations by means of motion picture, still or video device photography) the Premises (the "Recordings"), including any signs located thereon that identify the Premises as the School Site, subject to the limitations set forth below. Licensee shall have the right to refer to the Premises or any part thereof by any

fictitious name and the right to refer to any real or fictitious events as having occurred on the Premises, provided Licensee has obtained necessary approvals, if any, prior to such use.

- 10.1. Notwithstanding the above grant of rights, in the event the Recordings include any signage or other marks that identify the Premises by name, the District shall be provided absolute prior written script approval that may be granted or withheld at the District's sole discretion.
- 10.2. Licensee shall have the right and license others to reproduce, edit, distribute, exhibit, advertise, publicize, promote and otherwise exploit the Recordings, exclusively in connection with the current Project in any and all media, whether now known or hereafter devised, throughout the world in perpetuity. Licensee shall be the sole owner of all right, title and interest, under copyright or otherwise, in and to the Project and all Recordings, whether or not included in the Project. Any use of the Recordings in any manner other than as part of the Project is strictly prohibited and restricted. If Licensee requires use of the Recordings in a manner other than as part of the Project, Licensee must obtain prior written permission from the District, which may be granted or withheld at the District's sole discretion.
- 10.3. Licensee shall indemnify and hold harmless the District from any claim, action or demand made against the District that use of the Recordings is defamatory or an infringement of a party's right of privacy or publicity or other personal or property right, including copyright and trademark infringement.

11. COMPLIANCE WITH LAW AND RULES: Please see General Procedures.

VII. Procedures for Temporary Signage and Banners.

The Board of Education recognizes that District Facilities are a community resource whose primary purpose is to support school programs and activities. The District owns facilities in Santa Monica and Malibu that have ample space to hang or post advertisements. The fences, walls and surfaces around the District are often used to announce, promote and market District, events, activities and services. The District maintains the right to determine what signage is placed on the campuses and by whom. This administrative regulation provides guidelines and practices to permit temporary banners, placards and signs on surfaces of the District.

1. DEFINITIONS AND GUIDELINES: The Board of Education authorizes the Superintendent or designee to permit signage to be posted as per the following regulations.
 - 1.1. The term "signage" will refer to any image or text placed on a temporary banner, placard or sign on the interior/exterior of a District physical structure, such as a building, fence or wall.
 - 1.2. Signage must be placed in a location and manner that will not harm the school facility, including but not limited to damage of paint/surface, fire/safety regulations and wind/load considerations.
 - 1.3. Signage must be consistent with the use of school facilities and grounds and not interfere with the regular conduct of schoolwork.

- 1.4. Language and images on signage must be respectful and tolerant of all people on the basis of race, religion, creed, national origin, gender, disability and sexual orientation.
- 1.5. The District does not permit political or issue-based signage other than signage related to a permitted event at the school site.
- 1.6. All Signage must adhere to the Rules of Use for Facilities.
- 1.7. This policy does not govern building/campus identification, directional or way finding signage. This policy does not administer the permanent naming or other promotion of facilities as managed in the Gift Policy.

2. Authorization for Public-Facing Signage:

- 2.1. Only the Santa Monica Education Foundation is authorized to install public-facing (outward facing) signage on school property in the City of Santa Monica for the purposes of donor recognition or fundraising campaigns.
- 2.2 Only the Malibu Education Foundation is authorized to install public facing (outward facing) signage on school property in the City of Malibu for the purposes of donor recognition or fundraising campaigns.
- 2.3 Activity-related signage created by school-affiliated groups may be posted externally no more than 30 days prior to the activity and must be removed within 3 days following the completion of the activity.
- 2.4. All external signage created by school-affiliated groups that carry the endorsement of an outside group, including affiliated organizations, must be approved by either the Santa Monica Education Foundation or the Malibu Education Foundation as determined by the location of the site in question.

3. Authorization for Internal Signage by School-Affiliated Groups: The regulations and process for posting signage must receive the approvals listed below.

- 3.1. All internal signage must be approved by the Administrator of the Site where it will be placed. Approval must include text, images, materials, location, and duration the signage will be present.
- 3.2. All internal signage created by school-affiliated groups that carry the endorsement of an outside group, including affiliated organizations, must be approved by the Facility Use Manager.
- 3.3. An organization may request a review by the Superintendent if their request to post signage is denied. The Superintendent has the final authority to allow or deny the request.

3.4. The Superintendent or designee will generate a Temporary Signage Request Form that contains the necessary information to facilitate the permitting of the temporary signage request.

4 . CATEGORIES: The regulations and process for hanging temporary internal signage depends on the status of the user group and the purpose of the signage.

4 .1. School & District Organizations

4 .1.1. All temporary signage promoting District or school activities may be posted at no fee with site administrator approval.

4 .1.2. Temporary signage promoting District or school activities that also endorses or promotes any outside organization must receive approval by the Facility Use Manager. An applicable donation fee to the school or activity will be determined. This includes temporary signage at athletic facilities whose proceeds for posting the signage supports an athletic team and the posting of signage in exchange for an in-kind donation of services or products.

4.1.3. Temporary signage promoting District or school activities that also endorses or promotes any outside organization must be created by the District or school program responsible for the activity, and not by any outside organization.

4 .2. Affiliated and Joint Use Organizations: This includes Affiliated Groups as designated in Board Policy 1330, the Cities of Malibu and Santa Monica and Santa Monica College.

4 .2.1. All temporary signage promoting Affiliated and Joint Use activities may be posted at no fee with site administrator and Facility Use Manager approval.

4 .2.2. Temporary signage promoting Affiliated and Joint Use activities that also endorses or promotes an outside organization must receive approval by the Facility Use Manager. An applicable donation fee to the school or affiliated group will be determined. This includes the posting of signage in exchange for any in-kind donation of services or products.

4 .3. Non-Profit and Commercial Organizations

4 .3.1. Non-Profit and Commercial Organizations may be allowed to post temporary signage promoting an upcoming event or an event in progress that has been permitted by the Facility Use Department. Approval by the site administrator and Facility Use Manager is required. An appropriate permit fee will be assessed.

4 .3.2. Temporary signage promoting Non-Profit and Commercial Organization activities that also endorse or promote any non-permitted organization must receive approval by the Facility Use Manager. An applicable permit fee will be determined. This includes the posting of signage in exchange for any in-kind donation of services or products.

- 5 . DISTRIBUTION: The permit fees for posting temporary signage will differ among the stated categories.
- 5 .1. All donation fees received as part of temporary signage connected with the school, District, affiliated or joint use activities will be directed to the school site or affiliated group.
- 5 .2. All permit fees for posting temporary signage will split evenly between the school site facility permit fund and the Facility Use Department.

VIII. Rental Fee Schedule

1. **FACILITY PERMIT FEES:** A Facility Permit Fee is charged for each permit to all users. This fee defrays the administrative costs associated with issuing permits.
- 1.1. The permit fee is based on the fee category:
Commercial - \$166 per permit
Direct - \$99 per permit
Community Meeting - \$33 per permit
Basic - \$33 per permit
Affiliate - \$0 per permit
- 1.2. An additional Change-Fee of \$25.00 will be charged when substantial changes are requested by the Licensee after the agreement has been signed. Substantial changes include, but are not limited to, to changes to the hours, facilities or personnel for an event that requires additional contacts with site administrators or staff.
- 1.3. Equipment and Asset Replacement Fees: User groups are charged for rental of special equipment that does not normally come with the venue. Fees are determined by the Facility Permit Office on a per use basis. Asset Replacement Fees are charged to cover expendable use of equipment, such as batteries, bulbs, and tape. This is primarily applied in the use of theaters, amphitheaters, auditoriums, gyms and pools.
2. **PERSONNEL FEES:** Most District Staff supporting Facility Permit use are members of Service Employees International Union (SEIU) and are governed by the Collective Bargaining Agreement between SEIU and the SMMUSD. All personnel matters including assignments, breaks, and management will follow the articles in the Agreement.
- 2.1. Personnel are paid by the hour, beginning with the first hour of each rental. All calls must be a minimum of three hours. Rates are as follow:
Regular Time: the first 8 hours in any day up to forty hours in any week. A day is from 7 am to midnight.
Overtime: Paid at 1.5 times regular rate for any hours over eight in one day, or over forty cumulative hours in one week.
Double Time: Paid at 2 times the regular rate for any hours between 12:01 am and 6:59 am, or any hours over twelve hours in one day.
- 2.2. **Current Personnel Fees:**
- | | |
|-------------------------------|------------------|
| Coordinator or Technical Lead | \$96.00 per hour |
| Theatre Technician | \$82.00 per hour |
| Audience Services Coordinator | \$74.00per hour |
| Site Representative | \$85.00 per hour |
| Security Officer | \$85.00 per hour |

Custodial	\$75.00 per hour
Lead Custodian	\$96.00 per hour
Lifeguard	\$68.00 per hour
Gardener	\$65.00 per hour
Kitchen Supervisor	\$85.00 per hour
Sports Facility Attendant	\$59.00 per hour
Sports Facility Coordinator	\$74.00 per hour
Professional Expert or Supervisor	\$142.00 per hour

Rates for Classified Personnel are based on the high average of cost per hour of the members in the classification. In some situations, the rates are lower based on the use of available personnel. The selection of personnel to work an event is based on the staff rotation agreement the district has with the classified personnel union.

2.3. **Break Policies:**

- • A work/coffee break of 15 minutes shall be given, on the clock, every 2-3 hours, depending on the meal schedule.
- A meal break needs to be called between three and five hours into the work shift. Meal breaks are for one half-hour off the clock for Classified Crews.
- In the event a Meal Break for any technician or crew member has not commenced beyond five hours into their call, a Meal Penalty will be assessed as follows:
 - The Technical Theater Coordinator (TTC) or Audience Services Coordinator (ASC) assigned to the event must inform the Permit Holder that they are now in Meal Penalty as per their Rental Agreement, including the number of impacted crew, informing them of the meal penalties that will be added to their settlement.
 - The TTC or ASC assigned to the event must text or email the Facility Use Manager with:
 - Name, Date and Site of the Event
 - Number of Meal Penalties Enforced
 - Time Meal Penalties Incurred
 - All technicians or crew members in meal penalty must now receive a 30-minute break and are now eligible to receive a Meal Credit in the amount of \$30 (covering a meal of their choice, plus all applicable taxes, tips, and fees).
 - During the financial settlement of any event where Meal Penalties occurred, the Permit Holder will incur a Meal Penalty Fee for every Meal Penalty accrued during their event as per the SMMUSD Facility Rental Fees (by Fee Category) schedule.

3. **ADDITIONAL FEES**

Additional Fees	High School Fees	Middle School Fees	Elementary School Fees
Livestream / Broadcast	\$345.00	\$345.00	\$345.00
Grand Piano (Fazioli)	\$480.00	N/A	N/A
Piano Rental	\$276.00	\$276.00	\$276.00
Key Fee	\$42.00	\$42.00	\$42.00
Marley Floor	\$552.00 (+ labor)	N/A	N/A
Projector	\$138.00	\$69.00	\$34.00
Teleprompter	\$138.00	\$69.00	\$34.00
Tympani Drum (each)	\$69.00	\$69.00	N/A
Basecamp Fee (per 12 hours)*	\$2070.00	\$2070.00	\$2070.00
Application to serve or sell Alcohol	\$450	\$450	\$450

Exhibit **SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**
adopted: August 19, 2009 Santa Monica, California
revised: February 7, 2019; March 19, 2020; September 15, 2025