

San Bernardino City USD | AR 1330 Community Relations

Use Of School Facilities

Application for Use of Facilities

Applications and Use of Facilities Policy, Regulations, and Fees may be obtained at Facilities Management. Any persons applying for the use of any school facility or ground on behalf of any society, group or organization shall present written authorization from the group or organization to make the application pursuant to the following procedure:

1. All permits for use of school buildings or grounds, including use by school organizations when school is not in session (evening or weekend meetings, etc.) are issued through the office of Facilities Management. District employees are exempt from insurance requirements if use is for district student use and sponsored by a district department. All other users are required to carry appropriate liability insurance.
2. Written requests must be in this office at least five days before the date on which the Facilities are to be used, and no facility is to be reserved more than 30 days in advance. Notice of cancellation of request must be given at least 48 hours in advance or there will be a charge for costs incurred by the district.
3. Requests for the use of a school kitchen must include two copies of the Cafeteria Kitchen Supplemental Application, form CF-28 (a white form). After approval of the facility has been secured, applicant must contact the Nutrition Services Supervisor to arrange for cafeteria services.

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)
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. 3516 - Emergencies and Disaster Preparedness Plan)

9. Other purposes deemed appropriate by the Board of Education

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)

(cf. 5131.6 - Alcohol and Other Drugs)

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

Rates

All facility charges and cost totals are subject to a five percent surcharge.

Rules and Regulations

1. Arrangements for the use of school equipment must be made with the individual school principal. It is the responsibility of the user to ensure facility equipment is operable.

2. School furniture or equipment may not be removed or displaced without permission from the school employee in charge.

3. Permits will not be granted for personal or individual use of school property and equipment. School property may not be used for public dances, parties, receptions, or to conduct games of chance.

4. All permits shall be issued for specific hours. No permit will be issued to extend later than 11:00 p.m.

5. Permits may be revoked without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed. For other cause, permits may be revoked at any time upon reasonable notice.

6. It shall be the duty of the custodian to see that the rules and regulations are enforced, and to report any violations to the principal.

7. Facilities are available during vacation periods only if the use does not conflict with learning and renovating activities.

8. All persons using school facilities shall assume full responsibility for any damage or abuse and shall ensure the same degree of maintenance and cleanliness found upon arrival at the facility
9. No keys shall be issued for any facility .
10. Charges for use of district facilities, where applicable, are payable in advance at least five days prior to use. Charges may be determined from schedule of rates. Facilities will not be opened unless payment has been made. Payment of charges should be made to the Business Office.
11. Facility user's vehicles must be parked in designated parking areas only.

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 liability insurance in the amount of \$1,000,000.00 or more for national organizations and not less than \$500,000.00 for all others.

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.

Regulation SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

approved: October 16, 2007 San Bernardino, California

revised: August 5, 2014