

## USE OF SCHOOL FACILITIES

### **GENERAL INSTRUCTIONS**

1. Application should be submitted at least 7 working days in advance or it may result in denial of use.
2. Return the form to the respective site manager. An approved copy will be mailed to the applicant after it has been acted upon by the Business Office.
3. Application for Summer Use is made directly to the District Office. Application for use of facilities during the school year is made to the site manager.
4. First priority is to the School District and its programs and/or school-related activity. Only Board approved organizations, per Board policy, may obtain use of school premises.
5. All juvenile organizations or groups must have satisfactory adult sponsorship and supervision.
6. Applicants for the use of school facilities on behalf of an organization shall be a member of such organization and must present written authorization from such organization unless the applicant is an officer.
7. All checks for payment of fees shall be made payable to the Scotts Valley Unified School District, submitted to the site manager for verification of time and fees. Checks are sent to the Business Office, ATTN: Accounts Receivable for deposit. Fees shall be in conformance with the schedule set by the Board of Trustees and may be subject to change.
8. Fees may be assessed separately for custodial/monitoring services and re-keying at the discretion of the site manager.
9. A school employee must be present when facilities are in use. User will be charged for employee time if employee is required to be at the site beyond normal work hours. Keys shall not be given to non-employees.

### **GENERAL RULES**

10. Sections 10900-109145 of the California Education Code are the basis for these rules and are considered to be part of this application.
11. As a condition to receiving permission to use district facilities user shall provide to district a Certificate of Insurance and Additional Insured Endorsement with liability insurance coverage of \$1,000,000 per occurrence, applicable to the event in question. Both documents should be attached to this application.
12. A permit may be revoked without prior notice when conflicting dates have resulted, when the facilities are needed for subsequently developed public school purposes, or at the District's discretion.
13. Persons or organizations using school premises shall not be permitted to remove or displace furniture or apparatus.
14. Access to rooms or facilities other than those approved by application shall NOT be permitted.
15. There shall be no intoxicants, narcotics or tobacco used in or about school buildings and premises, nor shall gambling be permitted.
16. Animals are prohibited on district facilities except as may be used for furthering an instructional program or other school-related purposes or as needed by handicapped persons.
17. Users of computer labs must be pre-approved by the district Director of Technology.
18. Juvenile organizations must have acceptable adult sponsorship and supervision that will maintain good discipline and prevent property damage.
19. The use of school premises will NOT be granted when, in the opinion of the administration, there is a possibility of damage or injury to school property.
20. The use of school premises requires that any rooms used be left in the condition originally found and that all lights be turned off and doors locked before leaving. Clean-up charges will be assessed if District has to get cleaning done as a result of the Facility Use.
21. Failure to comply with any or all of the provisions of the District Policy and Regulations shall be cause to deny future use of School Facilities to a group or organization.



# Scotts Valley Unified School District

## USE OF SCHOOL FACILITIES: INSTRUCTIONS and RULES

### General Instructions

1. Application should be submitted at least 7 days in advance or it may result in denial of use.
2. Return the completed form with all appropriate documentation to the respective site manager. An approved copy will be mailed/emailed after it has been acted upon by the Business Office.
3. All checks are payable to: Scotts Valley Unified School District and submitted with the complete application to the site manager for verification. The application and all appropriate documentation is forwarded to the Business Office at the District Office. Fees will be in conformance with the Board of Trustees approved fee schedule and may be subject to change.
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6. All juvenile organizations or groups MUST have satisfactory adult sponsorship and supervision in order to maintain good discipline and prevent property damage.
7. Applicants for use of school facilities on behalf of an organization shall be a member of such organization and MUST present written authorization from such organization unless the applicant is an officer.
8. Fees may be assessed separately for custodial/monitoring services and re-keying at the discretion of the site manager.
9. A school employee must be present when certain facilities are requested. User will be charged for employee time when required.

### General Rules

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