

USE OF SCHOOL FACILITIES

Application for Use of Facilities

Any person applying for the use of any school facilities 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 facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities 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. Other purposes deemed appropriate by the Governing Board

USE OF SCHOOL FACILITIES (continued)

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 act crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities 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

(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. (Education Code 38134)

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.

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Applications for Use

No request for use may be granted until a completed application has been submitted. All applications from outside organizations, groups, or individuals for the use of school facilities shall be on the District-approved form and made at least two weeks in advance of the event date.

1. Application Process
 - a. The applicant completes and submits an application on the District's application form;
 - b. The school site or MOT Director will:

USE OF SCHOOL FACILITIES (continued)

- i. Check the availability of facility;
 - ii. Determine if the requested use is acceptable; and
 - ii. If appropriate, calculate appropriate use fees.
- c. The application is sent to the Superintendent, site administrator or MOT Director for review and comment, and determination regarding custodial charge (if an application requires use of athletic fields, the form shall also be forwarded to the Athletic Director);
- d. The site administrator or MOT Director returns application to site secretary to finalize reservation of use;
- e. A copy of the application is returned to the applicant;
- f. Payment is due at the time of reservation (there may be additional amounts billed after event depending on custodian or kitchen charges);
- g. Upon receipt of payment the reservation is then made and recorded. The reservation is deemed final and recorded only when payment is made in full. After the site administrator or his designee gives final approval, copies of the completed application will be distributed; and
- h. Upon receipt of any fee required for use of school facilities, the administrator in charge of processing the application shall forward check, money order, or cash to the district business office for deposit.

2. Group Applications

Any person applying for the use of school property on behalf of any group shall be a member of such applicant group and unless he is an officer of such group, must present written authorization to represent the group and negotiate a contract for the use of school facilities.

3. Deposits

In addition to the payment required by the schedule of fees, a damage deposit may be required at the discretion of the site administrator or MOT Director. (Please request separate payment for deposit and clearly note on application form.) The site administrator or maintenance supervisor shall consider the nature and duration of the activity as well as the credentials or the organization in determining whether or not the deposit will be necessary.

4. Refunds

If the scheduled use of facilities is altered or canceled, the district office must be notified by the responsible user forty-eight (48) hours in advance, to avoid financial obligation.

USE OF SCHOOL FACILITIES (continued)

5. Agreements for Use

When appropriate, the District may at its discretion enter into agreements for the use of school facilities. All agreements for use of school facilities expire on June 30th of each school year and must be renegotiated as of July 1 for subsequent use. Whenever violations of contract or of rules occur, the MOT Director or site administrator are directed to notify the district office.

6. Using Cafeteria Facilities

- a. Food service facilities may be utilized by groups provided Williams Unified School District cafeteria staff are present to direct and supervise the use of the facilities. The cost of personnel for the above mentioned supervision would be charged to the organization using the facilities.
- b. School cafeterias may be used for customary functions of the parent groups or other school or child related groups or functions under the following regulations:
 - i. Arrangements for the use of the cafeteria when cooking is involved must be made through the cafeteria supervisor;
 - ii. District-owned food will not be used;
 - iii. A cafeteria employee must supervise activity if there is preparation of food or if kitchen facilities are to be used; and
 - iv. Any breakage or loss of equipment shall be paid for the by the group involved.
- c. Notwithstanding other provisions of these regulations, a parent group shall not be permitted to use the cafeteria facilities in the schools of the Williams Unified School District without the presence of a cafeteria employee providing the principal or designee of the school is present during the entire time the parent organization is using the cafeteria.
- d. Whenever an organization, which falls under the realm of a community service organization, hires a commercial caterer who will need the use of cafeteria facilities and equipment, a Williams Unified School District employee must be present, and employee's salary shall be paid by that organization.
- e. According to the Education Code, school cafeterias may not serve banquets, luncheons, or any prepared food to organizations or groups not connected with the school.

Regulation
 approved: December 13, 2012
 Revised: January 21, 2016

WILLIAMS UNIFIED SCHOOL DISTRICT
 Williams, California