



ROMOLAND SCHOOL DISTRICT

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Trevor J. Painton
Interim Superintendent

Michelle Wise
Assistant Superintendent

Carol L. Cole
Chief Business Official

John Murray
Director of Human Resources

Vince Butler
Chief Technology Officer

Procedures Governing Use of School Facilities

Name of Organization/Applicant: _____

Address of Organization/Applicant: _____
(Street) (City) (State) (Zip)

Name of Representative: _____ **Contact Phone Number:** _____ () _____

Activity or Event: _____ **Date of Activity/Event:** _____

Article 2, Chapter 6 of the California State Law permits the governing board of a school district to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings. Under the law, the governing board establishes such terms and conditions of usage as it deems proper. (E.C. 40040-40058)

Any group or person desiring the use of school facilities or equipment shall check directly with the administrator of the facility that is to be used. The District form shall then be completed indicating the date, time, purpose and nature of the meeting, including the signed verification by school personnel. The completed and verified form shall then be sent to the Director of Maintenance, Operations and Business Services for approval. One copy will be returned to the applicant after approval. The time of application should be at least ten days prior to the event. Athletic facilities will not be approved for less than ten (10) persons. Cancellations should be made in writing 24 hours preceding the date and time of the event. This is to ensure notification to custodians and other support personnel.

RULES AND REGULATIONS

Please review and then place a check mark in each box to acknowledge that you have read and understand the following Rules and Regulations:

- A Certificate of Insurance is required. The District assumes no liability for personal injury or property damage. The District must be named as additional insured on the organization's insurance policy.
- School use of all facilities has first consideration and all permits are revocable at any time.
- Use of audio systems, spots, dimmer boards, etc., must be arranged with the principal of the school concerned. The service or sale of food or refreshments will not normally be permitted on school property or in school facilities except in the school cafeterias.
- Use of cafeteria kitchens must be arranged with the Director of Food Services 2 weeks prior to the meeting/event date, and a food service employee must be present.
- Use of religious services must be in accordance with the following rules:
 1. A fair market rental will be charged by the school district.
 2. Religious organizations may use school facilities in accordance with E.C. 40040 and 39379.
 3. The letting of the property may not encompass time immediately preceding, during, or immediately following formal class instruction.
- Use for dances must be in accordance with the following rules:
 1. The activity must terminate and the school be vacated prior to 8:30 p.m.
 2. At least one adult whose primary concern is supervision must be present for each 100 people.
 3. No alcoholic beverages are permitted on or near the school grounds. (Business & Professional Code 25608)
 4. Decorations and other refuse must be removed at the conclusion of the activity.
 5. A police permit must be obtained whenever admission is charged.
 6. In addition to item.2, at least one police officer must be hired whenever more than 100 people will be present. The total number of police officers needed to be determined by the police department.
- For field use: A custodian may be required at the District's discretion, to be paid by organization/applicant according to Fee Scale.
- For field use: A portable toilet facility needs to be provided by organization during use of fields and removed after each day of field use.
- Responsible adult supervision must be provided by the organization whenever minors are present.
- Damages resulting from use by the outside group will be billed to the sponsoring organization.
- No storage is available, and equipment owned by individuals or organizations must be removed after each use of the facility.
- A representative of the school district shall be present on school property whenever an authorized activity is taking place. The designated representative shall have the responsibility to see that all rules, regulations and laws are adhered to by the group using the school facility and that violations are reported to the Facilities Office or the School District. Exceptions may be granted with the approval of the District Superintendent or his designee.
- Smoking is NOT allowed in the school buildings and grounds. Beverages or food are not permitted in the gyms or related facilities.

- **All approvals terminate June 30 of any fiscal year, if not so specified at an earlier date.**
- **Rental fees must be paid in advance. Contact Facilities Office for further information.**
- **Minimum charge ~ 2 hours usage, 2 hours labor.**

Signature of Representative: _____

Date: _____