

USE OF SCHOOL FACILITIES

Application for Use of Facilities

All outside groups must apply for and obtain a permit in order to use District facilities and grounds. A permit application (“Application”) is available for download and online submission on the Planning and Facilities Department’s website. Applications may also be picked up and returned to the Planning and Facilities Department office. Users must comply with all Application requirements, this Regulation, and all applicable Board policies governing use of school facilities.

Applications should be completed and submitted to the District’s Planning and Facilities Department at least four weeks prior to event. Late Applications may be denied. Applications are to be completed by a responsible adult and, in the case of an organization, the adult shall be an officer or a person duly appointed by the organization to make such an Application and shall present written authorization from the group or organization to make the Application.

Filing of an Application does not guarantee facility use. Applications must include all requested facilities and set-up requirements. Facilities not listed on the approved Application may not be used.

Completed Applications will be transmitted to the appropriate site for coordination with the site calendar and approval by the Site Administrator. School sites shall arrange for staff coverage and event set-up. After the Application has been recommended for approval or denial by the site, the Application will be returned to the Planning and Facilities Department for continued processing. Applicants will be notified of approval or denial of their Application by email. Following notification of approval, the applicant will be issued a use permit (“Permit”) which must be presented upon request of an authorized District employee during use of the facility or grounds.

Applicants shall direct all inquiries regarding the status of their Application or other questions to the Planning and Facilities Department. **Applicants may not contact school Site Administrators or Site employees regarding use of any District facilities.**

Coverage of an event or activity by a District employee may only be approved by the employee’s supervisor and may not be arranged or requested by the user. Failure to comply with these requirements may result in suspension or denial of future use.

Persons or organizations applying for the use of school facilities or grounds shall submit a Statement of Information (attached to this Regulation as Exhibit #1330) indicating that they

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will 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 [38131](#), [38132](#)).

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
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.
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization. A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code [1800](#))
10. Other purposes deemed appropriate by the Board of Trustees.

The District may grant the use of school facilities or grounds on those days on which the public school is closed, subject to the availability of District employees to supervise the event or activity and other applicable District rules and regulations. (Education Code [37220](#))

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Restrictions on Use of Facilities and Grounds

School facilities and 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 of school facilities or grounds that is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work
3. Any use that involves the possession, consumption or sale of alcoholic beverages or any restricted substances, including tobacco use. (cf. 3513.3 - Tobacco-Free Schools)

NOTE: While Business and Professions Code section 25608 allows special permits for the consumption of alcohol on District sites, the Salinas Union High School District does not. No special permits will be processed, and alcohol will not be allowed on the District sites.

The District may exclude certain school facilities from non-school use for safety or security reasons or due to the specialized nature or cost of such facilities, including but not limited to science labs, computer labs, and offices.

Compliance with Public Health Orders

The Superintendent is authorized to limit, restrict, or prohibit the use of any District facilities and grounds for the duration of the COVID-19 pandemic or during any other public health emergency. Use of school facilities and grounds is also subject to compliance with all federal, state, and local public health orders, as well as orders of the Monterey County Health Department including but not limited to those orders regarding the maximum numbers of participants, social distancing, and the use of face coverings.

Damage and Liability

Groups or organizations using school facilities shall be liable for any property damage caused by the activity or use of District facilities or grounds. The District may charge the amount necessary to repair the damage and may deny the user(s) further use of school facilities. (Education Code 38134)

Any group or organization using school facilities shall be liable for any injuries resulting from its negligence during such use. The group or organization shall bear the cost of

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insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

All users are required to provide the District with evidence of insurance, in the amounts and coverage limits listed on the Application against claims arising out of the group's or organization's negligence or willful misconduct when using District facilities or grounds. Groups other than those that promote youth and school activities shall be required to include the District as additional insured on their liability policies.

The Superintendent or designee may require a hold harmless and indemnification agreement when warranted by the type of activity or the specific facility being used.

Payment of Fees

All fees for use of District facilities must be paid within thirty (30) days of invoice date. Failure to pay invoices beyond thirty (30) days of invoice date may result in revoking of previously approved permits.

Authorized Users

Only users with an approved Permit are authorized to use District facilities and grounds. Other groups and organizations are not permitted to use the facilities or grounds during an approved user's scheduled time.

Long Term /Seasonal Use

Long term or seasonal use of facilities and grounds may be approved if the use is for educational or recreational purposes. Approval of Applications for long term or seasonal use will not be granted for a period longer than two (2) months and may only be submitted during the "open window" period listed on the Planning and Facilities Department's website. Applications will be approved on a "first come, first served" basis; however, the District has sole discretion to accommodate users as it sees fit in order to avoid monopolization of facilities and ensure equal opportunities for community use of District facilities.

Applications for long term or seasonal use must designate whether each requested use is for adults or youth, as well as the age ranges for all listed youth groups. Applications must also include a schedule listing each date and time of use for each league or team for the duration of the requested use period.

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Cancellations

Users must provide notice to the Planning and Facilities Department at least 48 hours in advance of any cancellation. Users failing to provide the required 48 hours advance notice shall be charged a \$100 cancellation fee.

Priorities for Use of Facilities and Grounds

Priorities for use of District facilities have been established in the following order:

1st Priority: School events, booster clubs, parent groups, and all student activities have first priority. These groups may coordinate use directly with site staff. Priority 1 groups may use school facilities without charge.

2nd Priority: Youth recreational sports leagues and teams. The Board will prioritize usage for youth leagues and teams that are comprised of youth that reside within Salinas.

3rd Priority: Other organizations classified as non-profit (youth groups, civic and service groups, and other groups organized for cultural, educational, or recreational activities). Religious groups and organizations using facilities for religious services shall be charged an amount at least equal to the District's direct costs.

4th Priority: Other public agencies, schools, and colleges when the use is for educational purposes.

5th Priority: City Recreation and Parks Department.

Last Priority: Groups and organizations that are not generally classified as non-profit will receive the lowest priority. Private organizations not qualifying for non-profit status may request to use the facilities as long as the use is to present events of an educational, cultural or recreational nature that would not otherwise be available to the community (Fair Rental Value will be charged)

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Approved Applications

Once the District has approved an Application, that request shall have priority over any subsequent request except in the case of use of the facilities for District purposes, or in an emergency as determined by the Site Administrator.

Use of School Facilities

Possession or consumption of alcohol beverages or narcotics of any kind is not permitted on District property.

Tobacco (smoking or chewing) is not allowed on any District property (gymnasiums, cafeterias, classrooms, play fields, parking lots, etc.).

A District employee shall be on duty whenever a facility is being used and shall have full responsibility of the facility.

No publicity regarding an activity or event shall be released until the group is in receipt of an approved Permit to use District facilities. Information containing the organization name and phone number must appear on all promotional material and shall indicate that Salinas Union High School District is not the sponsor.

No permanent alterations or physical changes shall be permitted in or on any campus facility including buildings, outdoor field areas, playing fields and landscaped areas without District approval.

The sale of products or services during the event must be requested on the Application and may only be allowed by the approval of the Site Administrator.

Site equipment is not available for use. The only exceptions are PA systems, lighting for auditorium, scoreboards and controls, and these are available at the Site Administrator's discretion and may require District personnel to operate at \$50.00 per hour per employee. (See Use of Auditoriums/Performing Arts Center, below)

School property must be protected from damage and mistreatment and ordinary precautions for cleanliness maintained. Users are responsible for the condition in which they leave the building or premises. In case where school property has been damaged or abused beyond normal wear, the costs of repair or replacement shall be paid for by the organization or group listed on the Permit.

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All organizations and groups seeking use of school facilities must have adequate adult sponsorship and supervision at all times when facilities are in use, including restrooms. Adequate adult supervision is defined to mean at least one adult for every 24 minor participants.

All Rules and Regulations for Use of School Facilities as listed on the Application shall be complied with/enforced. Users not complying with Rules and Regulations or who fail to comply with the directives of a District employee assigned to the event or activity may be suspended or denied further use of school facilities. The District reserves the right to revoke a Permit at any time.

Use of Kitchens/Snack Huts

Food service equipment/kitchens/snack bars may only be used under a District Food Service employee's direct supervision. The Food Service employee is responsible for supervising the use and care of kitchens/snack bar equipment and determining the number of adults in the kitchen/snack bar.

Use of Auditoriums/Performing Arts Center

Applicant must identify special needs on the Application, including but not limited to lighting, sound system, stage set up, decorations, etc. These items will be set up and operated by District employees at a rate of \$56.00 per hour per employee. Applicant may be required to meet with site employees to determine needs and procedures for the Applicant's event or activity. Under no circumstance is any user permitted to adjust lighting panels. District employees must operate all lights and school sound equipment.

Last minute changes to approved Permits (i.e., changes requested less than 24 hours before scheduled use) will not be authorized. All rehearsal, set-up and dismantling time must be pre-arranged on the Permit. No one is allowed to climb into the rigging above the stage. No refreshments are to be served in the auditorium or the foyer. Fire regulations must be observed. There can be no obstruction of the exits. No performance may extend past 11:00 p.m.

Use of Swimming Pools

Swimming pool users must provide a lifeguard holding a Red Cross Lifesaving Certificate for each scheduled use. The lifeguard must be on duty at the pool at all times that persons are in the pool area. The Applicant representative must sign a waiver (Form HSD34) certifying that neither the District nor the school is providing a lifeguard. Lifeguards may, if

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deemed necessary, shut down the pool and eject the users from the premises. No user fees will be refunded in the event of pool closure due to misbehavior or failure to comply with rules for pool use. Showers are required before entering the pool; outside showers are available at each pool. Locker rooms and showers may be opened for users only if one or more District employees, in addition to the lifeguard, are present to open, supervise and lock the facilities.

Use of Fields/Stadium

Field users may be required to provide portable toilet facilities or may be charged an additional fee for purchase/service of portable toilet facilities as deemed necessary by the Site Administration.

In order to maintain the fields, stadiums and other activity areas in a safe and proper condition for student use, “non-use time” by outside groups may be required. During this non-use time, use by groups other than the District may be reduced or denied. The period of non-use will be based on the actual condition of the facility and will normally be in the spring and summer months. Non-use times may also be implemented for purposes of cleaning and disinfecting facilities(s) after each use during the COVID-19 pandemic or other public health emergencies. The District will post notice of “non-use times” on the Facility and Planning and Facility Department’s website.

Supervision by District Personnel

All Civic Center activities require the presence of authorized District personnel at all times.

Civic Center activities held at time other than hours covered by regular employee assignments, including after school, evenings, weekends, and school holidays, shall be conducted in the presence of an employee assigned by the District for this purpose. Two District employees must be present at all times during use of the Stadium. Users may not contact District employees to arrange for coverage of an event or activity. The employee so assigned shall arrange to conduct other school work (cleaning, etc.) in proximity to activities so as to be able to assist when needed and to protect school property.

Employees assigned to cover Civic Center activities and events are to clean up and set up facilities properly for use of regular school purposes before next school day as part of the Civic Center assignment.

Improper or misuse of District facilities and grounds should be brought to the attention of the Planning and Facilities Department.

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Unauthorized users (without Permits) using school facilities will be asked to leave the premises immediately and will not be able to complete their event.

Board Approval: April 8, 1997

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Reviewed and Revised: March, 2007

Issued: February 26, 2008

Revised: _____, 2022

Issued: September 21, 2016

Salinas Union High School District

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SALINAS UNION HIGH SCHOOL DISTRICT

STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act that is prohibited by law.

The undersigned further declares that, _____ the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

Signed: _____

Organization if applicable: _____

Date: _____