

USE OF SCHOOL FACILITIES**I. Purpose and Scope**

For purposes of adequate administration and control, the Superintendent, or designee, of the Monrovia Unified School District ("District") is authorized by provisions of the Education Code and the Civic Center Act to determine the availability of District facilities and to enforce the laws, rules, regulations, and policies. (Education Code section 38133.)

II. Control

The Superintendent, or designee, shall perform the following functions:

- A. Determine the eligibility and priority, if applicable, of groups or organizations seeking use of District facilities;
- B. Secure required signatures, information, and applications for use of District facilities;
- C. Determine if applicant is entitled to use of District facilities based upon free use, direct cost fee, or fair rental value fee;
- D. Issue permits to those who qualify if the District facilities are available;
- E. Notify all parties and departments concerned when permits are issued, cancelled, or changed;
- F. Keep adequate records of all uses of District facilities for public purposes;
- G. Insist upon the observance of all rules and regulations as set forth in the Education Code, the Civic Center Act, Board Policies, and Administrative Regulations; and
- H. Revoke permits and deny use of District facilities to any group or organization when violation of regulations occurs.
- I. An application that is denied can be appealed.

III. Eligibility for Use

The use of school facilities, or part thereof, by groups, organizations, clubs, or associations is predicated upon the adherence to the rules and regulations as set forth by the Board of Education. Applications from individuals will not be considered. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the

District's community. No group or organization, regardless of its character, may interfere with the educational program of the District or the schools.

IV. Scheduling Conflicts, Priority System, and Fees

- A. Once an event/activity has been approved by the appropriate District personnel for use of school facilities as specified on the approved application form, the requesting group or organization shall be given confirmation of the approval of its application and the date and time for the specified facility. Prior to the actual confirmation and approval of the use of school facilities, the system of priorities discussed below shall be consulted. A system of priorities has been established to prevent conflicts between groups or organizations wishing to use the same school property at the same time.
- B. The Superintendent, or designee, shall make the final determination as to which group or organization may use the school facilities according to the following system of priorities:
1. **Priority 1** - Activities and programs directly related to the instructional and educational program(s) of the District/school and District-/school-sponsored organizations, including student body organizations.
 2. **Priority 2** - Activities related to the District's adult education instructional programs.
 3. **Priority 3** - Events and activities designed to serve the school's youth. Priority within this category shall be determined as specified in Section V of Board Policy 1330.
 4. **Priority 4** - Use of the facilities for cultural events and activities, supervised youth group activities, and civic and service groups' activities. Priority within this category shall be determined as specified in Section V of Board Policy 1330.
 5. **Priority 5** - Use by groups or organizations who do not qualify under the provisions of the Civic Center Act for free use or direct cost use, but to whom the District may make facilities available for a fair rental value fee. Priority within this category shall be determined as specified in Section V of Board Policy 1330.

No group or organization shall monopolize the use of school facilities.

- C. If the school facilities are needed for school purposes, any permit may be cancelled and, if mutually agreed upon, rescheduled. The District's

appointed representative shall provide the organization as much advance notice as is reasonably possible.

- D. There shall be a non-refundable application processing fee, for each site and for each use, in the amount specified in the fee schedule effective on the date the application is submitted as complete.
- E. Permission to use school facilities will be granted as provided in Board Policy 1330 and, if applicable, in accordance with the fee schedule in effect at the time the application is approved.
- F. When special activities require extra equipment, such as television lines, the District may require, in addition to the scheduled fees, additional cash deposits to ensure removal of the equipment and to cover the cost of damage caused by the use of such equipment.
- G. Except for applicants in the free use category of Board Policy 1330, the applicant group or organization shall pay the applicable fee included in the direct cost fee or the fair rental value fee for cleaning of the facility at the end of the activity.

V. Safety

- A. A Civic Center permit does not necessarily authorize the use of certain school equipment nor the use of any student body equipment. Prior written approval shall be obtained from the District personnel issuing the permit for the supervision, operation, and payment for the use of any special equipment made available. The group or organization shall note its request for arrangements to use special equipment on the application prior to its submission to the school administrator.
- B. No structures may be erected or assembled on school premises and no extraordinary electrical, mechanical, or other equipment may be used or brought thereon without prior written approval from the District personnel issuing the permit.
- C. Any group or organization using school facilities shall do so in such a manner that guarantees the safe operation of those facilities.
- D. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, and safety laws. Groups or organizations to whom permits are issued shall assume the responsibility to insure that all such activities carried on the property and all equipment used, placed, or distributed upon school premises shall comply with applicable state and local fire, health, and safety laws and regulations.

- E. School facilities shall not be available for non-school-related users for any activity involving the use of fireworks or any other type of pyrotechnic display without prior written approval from the Superintendent, or designee. This restriction is to ensure the safety of participants, bystanders, and/or neighbors and due to the risk of fire.
- F. School facilities shall not be available for any activity involving the use of animals of any type, kind, or size, nor is straw or hay to be used in any activity unless previously approved in writing by the Superintendent, or designee. This restriction is for sanitation purposes and due to the risk of fire when these materials are present.
- G. The Superintendent, or designee, reserves the right to provide police and/or fire protection services at users' cost for all activities held on school property when such protection is deemed necessary.
- H. All draperies, hangings, curtain, drops, and all decorative materials used within or upon the school facilities shall be treated with a flame-retardant solution or process approved by the State Fire Marshal.

VI. General Rules

- A. School property must be protected from damage and mistreatment, and ordinary precautions for cleanliness must be maintained. The group or organization shall properly dispose of paper or trash and upon completion of use, restore the school facilities to their previous condition of order. Any breakage, damage, or loss of school property shall be paid by the group or organization that made the application for use of the facilities even though such loss was caused by a person or persons not officially belonging to the group or organization. The cost shall be established by the Business Services Department and an invoice shall be submitted to the applicant group or organization. Failure to pay such invoice promptly shall be grounds for refusal of future applications.
- B. Any group or organization using school facilities shall be liable for any injuries which result during the time of such use unless such injuries are the direct result of the District's negligence. The group or organization shall bear the cost of insuring against this risk and defending itself and the District against claims arising from this risk. The group's or organization's general liability insurance certificate in the minimum coverage amount of \$1,000,000 shall name the District as an additional insured and shall be submitted to the District together with the use of facilities fee prior to use of the facilities. In addition, any group or organization using school property shall execute a Hold Harmless Agreement for the benefit of the District.

- C. Smoking is not permitted on school property. The group or organization to which the permit is granted shall be responsible for any damage caused by individuals violating this requirement.
- D. No permit to use school facilities shall be granted for longer than one school year and permits shall not be granted so often during any year as to afford any group or organization a real or implied monopoly. Notwithstanding the above, applications for use of fields and gymnasiums shall be divided into two periods during the year: August 1 through January 31 and February 1 through July 31.
- E. All requests for the use of school facilities shall be denied when the proposed use is inconsistent with proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious, or injurious.
- F. Permits for the use of school facilities shall be for specified hours and include the group's or organization's set-up and performance time. Last minute rehearsals or additional room use will not be permitted. The applicant shall not arrive before the time authorized for use of the school facilities. School employees shall not open the facilities at any time other than the time listed on the approved application. It shall be the responsibility of the group or organization to which the permit was issued to ensure that the unauthorized portions of the facilities are not used and that the school premises are vacated as scheduled.
- G. Any use contrary to or in violation of any law, Board Policy, or Administrative Regulation shall be grounds for revocation of the permit, for removing the users from the property, and may be grounds for barring such group or organization from further use of school facilities.
- H. The District reserves the right to revoke any permit, at any time, upon disclosure of facts that the facility will be used in an event/activity of an illegal or unlawful nature.
- I. School facilities shall not be used by any person, group, or organization as its political campaign headquarters. In addition, no individual, group, or organization shall, at any time, post political literature on school property, distribute it on school property to students or adults, place it on school property for voluntary pickup, or place it in or on automobiles parked on school property.
- J. No literature shall be advertised or offered for sale on school property at any meeting, except for parent/faculty association publications, unless it has been previously approved in writing by the Superintendent, or designee.

- K. The number of people present shall not exceed the legal or specified maximum capacity for the facility, and materials used for decoration of the building must be fire resistant. This is a fire regulation.
- L. All juvenile groups or organizations seeking the use of school facilities must have adult sponsorship and adequate adult supervision. Sponsors and supervisors of such groups or organizations must at all times exercise control and maintain a high standard of conduct with all members of the group or organization. The District may require a permit from local police authorities and the hiring of police for large group supervision.
- M. No person, group, or organization may engage in the following, nor shall any group or organization granted a permit for the use of school facilities permit in the facilities authorized, including accesses thereto, walks, porches, lawns, patios, parking lots or restrooms, any person to engage in the following:
1. Possession or consumption of alcoholic beverages;
 2. Gambling, in any form whatsoever (including lotteries);
 3. Possession or use of narcotics or drugs for purposes other than medical, and then only under the prescription of a duly licensed medical physician;
 4. Fighting, quarreling, using abusive or profane language, or making noise of any kind which may be offensive to other activities or the neighborhood;
 5. Any illegal or immoral activity; and
 6. Use of tobacco, as specified in Board Policy No. 3513.3.

Violations of any of the conditions described above shall be grounds for immediate revocation of the permit for the use of school facilities and for denial of future application requests. In the event of a revocation, all persons so affected shall immediately vacate the school facilities.

- N. When the permit allows the use of parking facilities, vehicles must be properly parked in designated areas only and in such a manner as to allow fire-fighting equipment clear access to all buildings and fire hydrants at all times.
- O. The school office shall assume no responsibility for mail for non-school groups or organizations, and shall not permit the use of the school telephone or school mail to any such group, organization, or representative thereof. The school telephone is available only to

employees for official business, except in emergencies and when a pay telephone is not available.

- P. School furniture or equipment may not be removed or displaced by any group or organization without prior written permission from the authorized person granting the use permit. The loan of school furniture and equipment to individuals, groups, or organizations for personal or private purposes is prohibited.
- Q. Groups or organizations granted the use of school facilities under the Civic Center Act provisions of the Education Code may be permitted to use school equipment which requires an operator, public-address systems, etc., provided they agree to pay all costs, including labor, to which the school may be subjected by reason of such use.
- R. If use of school equipment is granted, it may not be used other than on school property, and then only in conjunction with the use of facilities.
- S. Storage of non-district owned items on District property is prohibited except with prior written authorization from the Superintendent, or designee. If such storage is allowed, the group or organization shall provide to the District a complete inventory of items to be stored and proof of appropriate insurance coverage.
- T. No preparations shall be used on the floors at any time by groups or organizations using the school facilities for dancing or any other purpose.
- U. The group or organization to whom the permit is issued shall offer no gratuities to school personnel and school personnel shall not accept gratuities from the group or organization.
- V. Any use of the Taylor Performing Arts Center (TPAC) or Clifton Auditorium shall be in accordance with the TPAC's Guidelines.
- W. Field Usage
 - 1. Unlighted Fields may not be used at or after dusk.
 - 2. Fields may not be used when it is raining or within 24 hours after it has rained unless certified by the organization as safe.
- X. No gratuities shall be offered to school personnel nor shall school personnel accept gratuities from the renter.

VII. Synthetic Track and Field Use

If the authorized use of facilities includes the use of recreational facilities where a synthetic track or a synthetic field is present, group users shall strictly abide by all restrictions specified below:

- A. Any use of school facilities shall comply with all State and local fire, health and safety laws.
- B. Any use contrary to or in violation of any law, or of these rules and regulations, shall be grounds for cancellation of the permit and for removing users from the property, and may be grounds for barring such individual, group or organizations from further use of other facilities in the District.

In the event the facilities are not used in an (1) appropriate manner, (2) consistent with the above restrictions or (3) consistent with the Board Policy or Administrative Regulations for the use of the facility, and consistent with the District's Board Policy and Administrative Regulations, the district employee required to be present shall have the right to stop the activity and order the removal of all individuals present, including, but not limited to, athletes, coaches, parents, and spectators.

- C. General:
 - 1. No walking or jogging on the two (2) inside lanes of the synthetic track in order to reduce wear and tear.
 - 2. Heavy equipment, motorcycles, horses, bicycles, and all vehicular traffic must be kept off the synthetic track and turf surface at all times.
 - 3. No gum, candy, or sunflower seeds.
 - 4. No food or drinks. (Only water is allowed.)
 - 5. No pets.
 - 6. No smoking, open flame, or fireworks.
 - 7. No glass containers.
 - 8. No digging in turf or driving stakes into surface.
 - 9. No bikes, skateboards, roller blades, or skates.
 - 10. No paint, chalk, or permanent markings.

11. No tape on track or field surface.
12. No climbing on goal posts.
13. No spectators allowed on track or turf.
14. No aircraft or airborne operations other than emergencies.
15. At least one coach must be present at all practices and games.
16. ***For football games***, each team will be issued up to 20 field passes for individuals other than players and coaches. No one will be allowed on the track or field without a field pass.
17. No screw-in metal cleats; plastic only.
18. Each team shall furnish sufficient support staff to enforce these access rules.
19. The Press Box is for use by coaches and the media only. Professional conduct must be maintained in the Press Box at all times.
20. The sound systems of the Gym and Press Box shall be operated by trained personnel or designee knowledgeable of the systems.
21. ***Any bodily fluids, such as blood or vomit, must be cleaned up immediately by the team trainer.*** See the attendant for biohazard clean-up kits and instructions for their use.
22. ***For graduation and other similar ceremonies***, prior written approval shall be obtained from the District for any items the organization may wish to place in the area with synthetic track or synthetic field.
23. The stadium turf area may not be used as a team assembly or rest area; no pop-ups, tents, umbrellas, blankets, etc.

VIII. Taylor Performing Arts Center (TPAC) Use

All group users authorized to use the Taylor Performing Arts Center (TPAC), shall strictly abide by all restrictions specified below:

- A. Any use of school facilities shall comply with all State and local fire, health and safety laws.
- B. Any use contrary to or in violation of any law, or of these rules and

regulations, shall be grounds for cancellation of the permit and for removing users from the property, and may be grounds for barring such individual, group or organization from further use of other facilities in the District.

In the event the facilities are not used in an (1) appropriate manner, (2) consistent with the above restrictions or (3) consistent with the Board Policy or Administrative Regulations for the use of the facility, and consistent with the District's Board Policy and Administrative Regulations, the district employee required to be present shall have the right to stop the activity and order the removal of all individuals present, including, but not limited to, athletes, coaches, parents, and spectators.

- C. Groups must observe ordinary rules of cleanliness and shall not leave the facility littered. If the facilities are left unclean or unsanitary, the using organization will be invoiced for the cost necessary to clean the facilities.
- D. Set-ups for events must be scheduled and confirmed with the auditorium technician to ensure that there is adequate space available. The TPAC cannot store sets and other equipment.
- E. While using the Taylor Performing Arts Center (TPAC), permission to use open flame special effects, i.e. candles, tiki torches, fire batons, flash powder, flash paper, or any other controlled theatrical fire substance must be secured in writing 14 days prior to the event from the Monrovia Fire Chief. Use of any explosive device is considered to be pyrotechnic in nature and shall be supervised and executed by a California State licensed and certified professional Pyrotechnician. A current Pyrotechnician license will be required. There are no exceptions.
- F. All draperies, hangings, curtains, signs, paint drops and all other forms of scenic material that would tend to increase fire or panic hazard shall be made from non-flammable material or treated and maintained in a flame-retardant condition as defined in Section 13115 of the Health and Safety Code of the State of California. A certificate of flame proofing must be presented to the auditorium technician prior to the performance. **The auditorium technician retains the right to refuse to set, hand or rig any stage props or scenery deemed to be unsafe.**
- G. Prior to use, a TPAC representative will walk the facility with the applicant, noting the condition of the facility. At the conclusion of the event, the TPAC representative will walk the facility again, noting any damage, negligence or areas left unclean or untidy by the applicant's group. If after an event, the clean-up is determined to be excessive, the expense to restore the facility to its original condition will be taken from the user's security deposit.

- H. Only water is allowed in the dressing rooms, on stage or other areas including the interior seating area of the TPAC. No other food or drinks are allowed. Users are responsible for monitoring the entrances to the inside of the TPAC to make sure that attendees comply with this regulation.
- I. No dogs or other animals (other than certified service animals) are allowed on District property without express written permission and authorization made part of the Use of Facilities permit.
- J. No wheeled vehicles, bicycles, toys, scooters, roller shoes, roller blades, self-electric or gas powered mechanical devices of any kind are allowed within District buildings without the express written authorization made part of the Use of Facilities permit.
- K. Items weighing over 500 pounds that are to be placed within the TPAC facilities are not allowed without written permission and authorization made part of the Use of Facilities permit.
- L. The optimum decibel levels are to be maintained between 80 and 90 decibels. This is strictly enforced. The auditorium technician reserves the right to lower the sound levels on any sound equipment. If the client chooses not to comply with this policy, the auditorium technician will stop the performance until compliance is met.

IX. Kitchen Use

- A. If kitchen facilities will be used, a District food service employee shall be present to oversee the use of the kitchen equipment.
- B. When kitchen use is required, trays and silverware must be processed through the dishwashing machine and not hand washed. To ensure sanitation and proper handling of the above equipment, cafeteria personnel will be assigned and the user will be charged for any services of cafeteria personnel who are required. Such additional charges will be in addition to the fee specified in the fee schedule.
- C. The cafeteria employee(s) on duty in a supervisory capacity shall not assist in the preparation of food. The group or organization using the facility is responsible for having its members present to do the actual work of preparation and cleaning up. The cafeteria employee's primary purpose is to (1) protect the District property; (2) give proper instructions on the use of equipment; and (3) ensure compliance with regulations of the County Health Department and the District.

- D. The group or organization using the facilities must furnish towels, sugar, cream, salt, pepper, and all other supplies necessary to carry out its activity. Soap will be furnished by the District and will be included in the use of facilities fee.
- E. Dishes, silverware, cups, and utensils shall be furnished by the group or organization using the facilities unless the applicant has requested and received written approval for the use of an **exact number** of these items from the District.
- F. To protect the health of the children of the District, the kitchen equipment used must always be thoroughly cleaned under the supervision of District personnel.
- G. District equipment shall not be used to transport food to and from the requested facility.

X. Application

- A. All applications for use of school facilities shall be made on official forms provided by the District and shall be accompanied by a non-refundable application processing fee, for each site and for each use, in the amount specified in the fee schedule in effect at the time the application is submitted.
- B. The completed application submitted to the District serves as the agreement for use of school facilities. Therefore, the applicant group or organization shall review the Rules and Regulations of the application as well as the Board Policy and this Administrative Regulation prior to submitting its application.
- C. Applications for the use of school facilities during the current academic year should be filled-in completely and returned to the District at least thirty (30) days in advance of the time the use of the facilities is desired. If granted, calendar approval may be expected within two weeks. Late applications may be denied.

Applications for use of fields and gymnasiums shall be divided into two periods: August 1 through January 31 and February 1 through July 31. Requests for use of fields shall be submitted no earlier than thirty (30) days from the commencement of the applicable period and no later than thirty (30) days from the date of intended use.

- D. If a change in the date or details occurs, notice must be given to the school administrator at least seventy-two (72) hours in advance of the date of intended use.

- E. Applications shall be specific as to furniture or equipment needed and as to room arrangements required. If necessary, additional information giving full details shall be attached to the application. District personnel will not be expected to supply furniture or equipment or to do work not specified on the application.
- F. Any person applying for the use of school property on behalf of any group or organization shall be a member of such applicant group or organization and, unless he/she shows proof that he/she is an officer of such group or organization must present written authorization to represent the group or organization.
- G. An authorized representative of a group or organization applying for use of school facilities shall submit a statement of information certifying, under penalty of perjury, that the school facilities will not be used for the commission of any act which is prohibited by law, or the commission of any crime.
- H. Upon receipt of the application for use of school facilities, the school administrator will determine if the calendar is open, sign the application if the facilities are available for use, and forward it to the Business Services Department for approval and establishment of charges. If the application is approved, the applicant group or organization will be notified in writing.
- I. No application will be approved if the activity or the school facilities applied for will in any way conflict with any school function.
- J. Use of school facilities on Sundays and holidays or during non-school days or non-school hours is normally not authorized unless District personnel is available to open and close the facilities.
- K. Facilities may be available for use during vacation periods if the use does not conflict with cleaning and renovating schedules.
- L. The Superintendent, or designee, may deny the use of or cancel any permit for the use of school facilities to anyone if the activity is discriminatory upon any person because of race, creed, or color or upon any person who is a member of another protected class.
- M. Charges shall be determined from the fee schedule effective at the time the application is approved. Payment in advance must be made immediately upon notice of the amount due and shall be made by cashier's check or money order payable to the Monrovia Unified School District and delivered to the Business Services Department, 325 E. Huntington Drive, Monrovia, CA 91016. Such payment shall be accompanied by the group's or organization's comprehensive general

liability insurance certificate for a minimum of \$1,000,000 liability coverage naming the District as an additional insured.

- N. If additional expenses are incurred or if District employees are required to work longer than scheduled on the approved application, the applicant will be invoiced for the additional cost or overtime involved.
- O. Failure to make prompt payments, where a charge has been made by the District, shall be grounds for denying future applications of the group or organization failing to make such payment.
- P. After facility use approval, the Superintendent, or designee, may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing law or board policy or may create a condition which may cause a disturbance or pose a safety hazard.
- Q. If the group or organization needs to cancel the use of the school facilities, it must notify the District in writing as soon as possible. Unless cancellations are made within seventy-two (72) hours of the requested date, the use fee amount may be retained by the District.
- R. After the application is approved, the school site will arrange for a District employee to open the building, to close the building after use, and if determined necessary to be in charge during the facility use. However, the person assigned may, but need not be present at the exact location being used at all times.
- S. Opening of the school facilities may be refused if applicant cannot show receipt for payment or a copy of an approved application form.
- T. If a District employee is in charge of the school facilities, they are empowered to take all necessary means to enforce the Board Policy and this Administrative Regulation.
- U. Except for field and gym usage, all permits for use of school facilities expire on June 30 of each school year and must be re-negotiated as of July 1 for subsequent use.

XI. Report of Use

The District shall provide to the Board of Education annual reports regarding the use of District facilities for the prior year.

XII. Precedence

The District's Board Policy and this Administrative Regulation establish the District's policy with respect to the use of school facilities and shall take

precedence over any conflict that may arise as a result of forms employed or interpreted by District personnel.

XIII. Permit Revocation

The District, at its sole discretion, may decide to revoke an organization's current or future permit to use the District facilities for the reasons specified in Board Policy 1330 and this Administrative Regulation and for, but not limited to, the reasons specified below.

- A. The permitted organization, its employees, agents, representatives, or participants fail to comply with the rules specified in the District's Board Policies and Administrative Regulations or fail to comply with reasonable instructions from the District, or its authorized representative.
- B. In extreme circumstances, any approved Permit for Use of Facilities may be revoked without previous notice where the need of the property for public school use has subsequently developed. In this case, the District will notify the renter as soon as possible and will endeavor to assist the renter to find a suitable alternative location or date. Revocation will only occur under serious circumstances that cannot be avoided.
- C. The permitted organization does not provide supervision appropriate for the event being conducted.
- D. The permitted organization, its employees, agents, representatives, or participants cause damage to the District facilities.

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