

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
RULES AND REGULATIONS
OF
BUILDINGS, GROUNDS AND EQUIPMENT

These administrative regulations provide for administering policies and which afford for public use of school district buildings, grounds and equipment by individuals and organizations.

I. USE OF BUILDINGS AND GROUNDS

A. Personnel/Applicant Responsibilities

1. School Secretary shall:
 - a. be responsible for the orderly administration of the public use of facilities programs,
 - b. print and distribute use of facilities application forms,
 - c. send to applicants, with application, a copy of board rules and regulations,
 - d. acquire principal's final approval or disapproval of use of facilities applications, and inform requester of action taken,
 - e. verify insurance requirements have been met with applicant and/or District Administrative Assistant
 - f. provide District Administrative Assistant with copies of all approved applications/insurance certificates for billing purposes.
2. District Administrative Assistant shall:
 - a. provide school offices with updated forms at the beginning of each school year,
 - b. ensure that where appropriate, use fees are collected,
 - c. provide to the Board of Trustees an annual financial report of user fees collected, if requested.
3. **Applicant/Organization Requester shall:**
 - a. make request for use of school facilities on a form provided by the school district,
 - b. obtain forms at the School Office where function will be held,
 - c. **submit a completed request form and insurance requirements at least TWO weeks in advance of the time such use is desired,**
 - d. have an adult sponsor submit the use of facilities application form on behalf of non-adult groups using school facilities,
 - e. meet with the Maintenance Supervisor/Site Maintenance personnel to review procedures for operating lights, P.A. system, and/or any other equipment to be used.
4. School Principal shall:
 - a. upon request, provide use of facility applications to potential users,
 - b. be responsible for maintaining a master scheduling calendar of buildings and grounds,
 - c. normally resolve scheduling conflicts on a first-come, first served basis,
 - d. review use of facility application forms for completeness, schedule the event on the master calendar, sign the form and forward it to the District Administrative Assistant,
 - e. assign school employees to ensure coverage of scheduled facilities usage.
5. School Employees on Duty During Community Use of Facilities shall:
 - a. serve as a representative of the school district and as such are responsible for the proper use and safeguard of school property,
 - b. ensure that the facilities requested are open and ready for use,
 - c. not be responsible for the supervision of participants. This is the responsibility of the user organization,
 - d. report to the District Administrative Assistant any violations of board policies and these rules and regulations,
 - e. be paid for any added time services rendered on payroll warrants and are prohibited from accepting payment from individuals or organizations,
 - f. at the close of the activity, be responsible for making the final check of facilities used.

6. Supervisor of Maintenance and Operations shall:
 - a. during period of absence of principal and superintendent, perform their duties as related to the use of facilities program,
 - b. work with superintendent to assist in providing employee coverage of facilities,
 - c. meet with responsible agent of User Organization and review procedure for using facilities.

B. Use of Facilities Application Form shall:

1. Contain a hold harmless and damages clause, statement of information and list of fee charges,
2. Require that each applicant affix their signature under penalty of perjury to the substance of the conditions set forth on the form and contained in these rules and regulations.

C. User Fees

1. Fees charged shall be in accordance with the schedule of fees adopted by the Board of Trustees.

D. Cancellations

1. If a group or organization finds it necessary to cancel a scheduled meeting, the School Office or maintenance supervisor (of the facility you are using) should be notified as soon as possible, and at least **24** prior to meeting time.
2. Should a group or organization fail to comply with the provisions of the application it will be charged for any expenses incurred in opening the facility.

E. Revocations

1. Any permit may be revoked without previous notice, for violation of board policy or these rules and regulations,
2. For other causes, permits may be revoked at any time upon reasonable notice.
3. All permits are terminated automatically on June 30 of each year.

F. Safety Precautions

1. In cases involving the use of larger indoor areas, the number of people admitted or seated shall not exceed the regular capacity as established in Title 19, Section 3130 of the California Administrative Code.
2. No large room or area shall be occupied by more persons than indicated on posted signs.
3. No classroom or single portable shall be occupied by more than 40 persons.

G. Grounds Utilization

1. Horseback riding, or the operation of equipment which constitutes a hazard or public nuisance is prohibited.
2. Power-driven vehicles of any nature shall not take place on play fields of the district, except as is necessary by school personnel in carrying out their assigned responsibilities.
3. **WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT.**

H. Decorations

1. Arrangements for the decorating of school facilities must be made through the Supervisor of Maintenance and Operations.
2. Decorations shall be erected in a manner that will not be destructive of school property and such shall be approved by the custodian on duty.
3. All decorations shall be removed at the termination of the activity.

II. USE OF FURNITURE AND EQUIPMENT

- A. Furniture and equipment shall not be moved from room to room by user without the expressed permission of the school employee on duty during a scheduled activity.
- B. Under no circumstances are pianos to be moved from room to room nor moved between the stage and the cafeteria floor. If a piano relocation is essential, arrangements must be made beforehand to provide ample time for such movement to be done by school custodial or maintenance personnel.
- C. For information regarding checking out tables or chairs for offsite use, please see the school office for that application.

Information Regarding Fees for Facility Use – School Use and Youth Non-Profits

School Use – PTC, Student Body, Site Council, After School Athletics, etc. – NO CHARGE

Youth Non-Profits – NO CHARGE – If attended by District Students (Note: if damage or additional cleaning required, charges may be required)

Revised 8/9/14 (page 2 – removed motorized model airplane restriction)

**PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
APPLICATION FOR USE OF FACILITIES AND 2018/19 FEE SCHEDULE**

☞ NOTE: WE ARE A TOBACCO, DRUG, AND ALCOHOL FREE DISTRICT

NAME OF ORGANIZATION			DATE
ADDRESS	CITY	ZIP	PHONE NUMBER
SIGNATURE OF PERSON RESPONSIBLE			Email Address

SCHOOL & ROOM REQUESTED: WRS/RS Room #:

Note: Facility Use will not be granted during school breaks.

USE TO BE MADE OF FACILITIES: _____

DATE OF USE *First* Choice: _____ Hours To/From: _____
Specific Dates **Note: Facilities close to use at 7:15 pm WRS 8:00 pm RS**

DATE OF USE *Second* Choice: _____ Hours To/From: _____
Specific Dates **Note: Facilities close to use at 7:15 pm WRS 8:00 pm RS**

ADMISSION CHARGE? YES _____ how much \$ _____ NO _____ CONTRIBUTIONS SOLICITED? Yes/No

STATEMENT OF THE APPLICANT: The above signed applicant is an authorized official of the group submitting this application. The applicant has read the District's rules and regulations. It shall be distinctly understood and agreed, that subject applicant and related organization making this application assume all risk for loss, damage, liability, injury, cost or expense that may arise or be caused in any way by such use of occupancy of the facility.

The applicant further agrees that in consideration of being permitted to use said facilities, the applicant and/or organization will save and hold said Penn Valley Union Elementary School District and their agents and employees, free and harmless from any loss, claim, and liabilities or damage and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of said facilities.

The applicant states that, to the best of his/her knowledge, the school property for which application for use is made, will not be used for the commission of any act intended to further any program or movement whose purpose is to accomplish the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means.

That the organization on whose behalf this application is made for use of school property is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalty of perjury.

FEE SCHEDULE: See the Rules & Regulations page 3 for information on groups for which fees are waived:

*Gym/Multi-purpose Room	\$7 per hour	Any Classroom/Lab	\$10 per use
Kitchen	\$15 per use	Media Center/Library	\$7 per use
Field Use	\$7 per hour		

If premises are not left in a neat condition, there will be an additional charge and/or use permit may be canceled.

*No shoes with spikes or high heels (spikes) are allowed in the gym/multipurpose room.

CUSTODIAN SERVICES: The organization shall arrange and pay for the services of a custodian to open and or close (minimum of two hours @ \$25/hr) for weekend or after hours use. If set-up and tear-down is requested, there will also be a charge to the organization at \$25/hr (minimum one hour).

A STAFF MEMBER MUST BE ON SITE FOR ALL USE. CUSTODIAL ARRANGEMENTS MUST BE MADE FOR WEEKEND USE

Principal: _____ Rental Charge _____

Superintendent: _____ Additional Costs: _____

INSURANCE REQUIREMENTS
for
USE OF SCHOOL FACILITIES

1. During the entire term of use of school facilities, Permittee is required to maintain in effect at its own cost and expense, a policy or policies of comprehensive general liability insurance, including coverage of owned, non-owned and hired automobiles, providing a minimum combined single limit coverage of \$1,000,000 for the defense of lawsuits and the payment of damages arising from bodily injury, sickness or disease, and death to any person; and property loss, damage and destruction, for each accident or occurrence. The insurance coverage shall provide that the insurance carrier or its representative shall process and respond to all claims from acts of Permittee's employees and agents, and shall provide legal counsel for the defense of lawsuits.

2. Permittee shall cause Penn Valley Union Elementary School District, its officers, employees, agents and governing board to be named **as additional insureds** in the above insurance policies, and provide a
 1. **Certificate of Insurance**
 2. **Additional Insured Endorsement**
 as evidence of the above insurance coverage. **The certificate of insurance and Additional Insured Endorsement shall be delivered to the District Office PRIOR to the actual commencement of facility use.** The certificate shall contain a provision that the District shall be given written notice **30** calendar days in advance of cancellation or any material change in the insurance policies of Permittee. Documents can be faxed to (530) 432-7314 Attn: Nicole.

3. Permittee shall, at its own cost and expense, maintain Workers' Compensation Insurance coverage for its employees including volunteer employees under the State Workers' Compensation laws.

STATEMENT OF INFORMATION

The group/organization or persons using school facilities upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.



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Signature of User Organization

Date

Signature of User Organization acknowledging receipt of the ***Rules and Regulations*** governing public use of Penn Valley Union Elementary School District **buildings, grounds and equipment.**

Date

7/31/17

For Office Use Only

Date copy of approved application sent to District Office _____