

Superintendent Policies and Regulations Manual Sutter County Superintendent of Schools

Series 1000 – Community Relations

USE OF SCHOOL FACILITIES

Application for Use of Facilities

An application for the use of facilities and grounds shall be made on a form provided by the Superintendent or designee. Incomplete application forms may be denied at the discretion of the Superintendent or designee. Forms must be submitted at least two (2) weeks prior to the proposed use date.

Any persons applying for the use of any Superintendent of Schools' facility or grounds on behalf of any society, group, or organization shall present to the Superintendent or designee written authorization on agency letterhead from the group or organization to make the application, and must be at least 18 years of age.

Persons or organizations applying for the use of Superintendent of Schools' facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Payment for Use and Security Deposits

Payment for use of Superintendent of Schools' facilities or grounds is site specific. Refer to appropriate rental agreement for payment/deposit details.

Civic Center Use

Subject to Sutter County Board of Education and Superintendent of Schools' policies and regulations, Superintendent of Schools' facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes (Education Code 32282, 38131, 51860):

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.

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6. Supervised recreational activities including, but not limited to, sports league activities for youth 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.
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. Bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students by local law enforcement, public agencies, nonprofit associations, or organizations specified in Education Code 38134.
11. Other purposes deemed appropriate by the Board.

Restrictions

Superintendent of Schools’ 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 crime or any act prohibited by law.
2. Any use that is inconsistent with the use of the facility for Superintendent of Schools purposes or that interferes with the regular conduct of Superintendent of Schools Office work.
3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco.
4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of facilities shall be subject to any limitations that may be necessary to reduce risks to the Superintendent

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of Schools and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The Superintendent of Schools may exclude certain school facilities from nonschool use for safety or security reasons.

Cancellations and Revocations

If a group or organization finds it necessary to cancel a scheduled use, the appropriate Superintendent of Schools' staff member should be notified as soon as possible and at least 24 hours prior to the proposed use. Cancellations made after 24 hours prior to the proposed use will be charged for any expenses the Superintendent of Schools has incurred in opening the facility.

Any permit may be revoked without previous notice for violation of County Board or Superintendent policy or regulations. For other causes, permits may be revoked at any time upon reasonable notice.

Damage and Liability

Groups, organizations, or persons using Superintendent of Schools' 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 facilities or grounds (Education Code 38134).

Any group or organization using Superintendent of Schools' facilities or grounds shall be liable for any injuries resulting from its negligence during the use of facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide evidence of insurance against claims arising out of the group's own negligence in an amount satisfactory to the Superintendent or designee. Evidence of insurance shall be provided at least ten (10) days prior to the commencement of the proposed use date. Groups or organizations shall also be required to include the Sutter County Superintendent of Schools as an additional insured on their liability policies for claims arising out of the negligence of the group.

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

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Safety Precautions

1. In cases involving the use of 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 room or area shall be occupied by more persons than specified for the reserved space and/or as indicated on posted signs.

Grounds Utilization

1. Horseback riding or the operation of equipment that constitutes a hazard or public nuisance is prohibited.
2. Power driven vehicles of any nature shall not take place on any play fields of the Superintendent of Schools except as necessary by Superintendent of Schools personnel in carrying out their assigned responsibilities.
3. Vehicles of any nature shall comply with and be used in accordance with California law.
4. The flying of motorized model airplanes shall not take place on any Superintendent of Schools' play field.
5. No "bounce houses."
6. No activities prohibited by the Sutter County Superintendent of Schools' insurance carrier.

Decorations

1. There may be no decorating of Superintendent of Schools' facilities without prior approval.
2. Permitted decorations shall be erected in a manner that will not be destructive of Superintendent of Schools' property.

Furniture and Equipment – Use in Conjunction with Use of Facilities and Grounds

1. Use of equipment in conjunction with facilities and grounds must be specially requested and may be granted pursuant to the same procedure applicable to approval of the use of facilities and grounds. The user of equipment shall be liable for any damage or loss of such equipment that occurs while it is in use or possession.

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2. Furniture and equipment shall not be moved from room to room by user without prior permission.
3. Under no circumstances are pianos to be moved from room to room nor moved between a stage and a cafeteria floor. If a piano relocation is essential, arrangements must be made prior to the event to provide sufficient time for custodial or maintenance to move the piano.

Furniture and Equipment – Use Not in Conjunction with Use of Facilities and Grounds

At their discretion, the Superintendent or designee may loan furniture or equipment to public, government, or community service organizations for off-site use pursuant to the following guidelines and subject to the approval by the Superintendent or designee.

1. Requests shall be in writing from the user to the Superintendent or his or her designee.
2. Requests shall be made sufficiently in advance to allow enough time for necessary arrangements to be made.
3. It shall be the responsibility of the requester to provide for pick-up and return of loaned furniture and equipment. This shall include, but not be limited to, adequate transportation and manpower to effect the movement of the items borrowed.
4. Superintendent of Schools' furniture and equipment must be protected from damage and mistreatment, and ordinary precautions for cleanliness must be maintained.
5. The group borrowing the Superintendent of Schools' furniture or equipment will be charged for any damage or loss to the Superintendent of Schools' equipment while in their use.
6. The loan of furniture and equipment shall be for a one-day period unless the Superintendent or designee, at their discretion, approves a loan for a longer period.
7. The loan of furniture and equipment shall not interfere with the Superintendent of Schools' activities, as determined by the Superintendent or designee.
8. Permission to loan furniture and equipment may be revoked by the Superintendent or designee, at discretion, at any time.
9. At the discretion of the Superintendent or designee, the Superintendent of Schools may require a deposit as a condition of loaning furniture or equipment.