

# Terms and Conditions Use of District Facilities

## A. Permits

1. All applications must be submitted through SchoolDude via the District website. This online application, when approved and activated, becomes the permit to use District facilities.
2. Applications must be submitted by a representative of the requesting organization who is at least 18 years of age.
3. Requests are subject to final review by the Site Principal who determines if the facilities are available and final approval by the Assistant Superintendent of Facilities, Planning & Operations.
4. All permits expire on June 30<sup>th</sup> of each year and a new request must be submitted for the subsequent year beginning July 1<sup>st</sup>, not to exceed one year.
5. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
6. All applications must be submitted online for processing at least two weeks in advance of the requested date. After the request is submitted, it will be routed for approval prior to the requested date. Organizations must have final approval 5 calendar days prior to the scheduled event.
7. Requests are reviewed and approved by the following: Site Staff and Principal (all items and areas), Maintenance/Operations (work schedules, hazards), Facilities, Planning & Operations (final approval).

## B. Insurance and Indemnification

1. A Certificate of General Liability Insurance (\$1,000,000 minimum per occurrence) naming the Chino Valley Unified School District as Certificate Holder and Additionally Insured must be provided prior to application. Failure to provide insurance shall result in a denial of use of facilities.
2. A separate Insured Endorsement may be required for certain activities.
3. Applicant will indemnify, defend and hold harmless District, its officers, employees, agents and volunteers for any and all claims and expenses (including reasonable attorney's fees) arising out of the use of the facility.

## C. District Personnel Requirements

1. Custodial or grounds service is required the entire time the building facilities are in use (3-hour minimum). The assigned custodian/grounds staff member shall be responsible for verifying the group's authority to use the facility; for making necessary arrangements to accommodate the meeting; for cleaning and returning facilities to a proper condition for school use and for reporting any deviations or departures from Board regulations. The custodian/grounds staff member shall not open any facilities until the sponsor or director has arrived.
2. Use of a school kitchen requires the presence of a Nutrition Services employee during the entire use of the kitchen (3-hour minimum).
3. Security staff to be assigned as determined by District administration.
4. The District shall determine the need for additional personnel such as custodians, Nutrition Services workers, security officers, grounds keepers, audiovisual technicians, etc., depending on the nature of the activity. The hourly cost of services provided by District personnel is the responsibility of the user group.
5. No group, organization, or individual may donate a gift to anyone as a consideration for services performed while on duty as an employee of Chino Valley Unified School District. Costs for services of employees must be paid directly to the District. Only the Board of Education may pay District employees for service rendered on behalf of an organization using a District facility.

## D. Fees

1. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act. "Direct Costs" are defined as the cost of supplies, equipment, utilities, custodial and other personnel services provided by District employees necessitated by the organization's use of school facilities and grounds of the Chino Valley Unified School District.
2. Fees will be based on the current Board approved fee schedule.
3. **Requests for future use will not be approved pending payment of past due invoices.** Pre-payment may be required for future requests.

## E. Rules for Use

1. Use is limited to the specific facilities, dates, times, and equipment as requested and approved. **Use of the facility is not guaranteed and is subject to the demands of the Chino Valley Unified School District.**
2. All facilities MUST be vacated by 10:00 p.m.
3. No intoxicants, narcotics or tobacco products are permitted on school property. Profane language, quarreling, fighting and gambling is prohibited. Violation of this rule by any organization during occupancy shall be sufficient cause for denying use of school facilities to the organization. (Board Policy 1330)
4. All vehicles must park in designated parking spaces. Vehicles are not allowed beyond access gates. Vehicles blocking access gate areas may be cited or towed.
5. User is responsible to remove all graffiti from user-owned property within 24 hours. Removal of graffiti by District personnel will result in charges to user group.
6. Applicant is fully responsible for damage which occurs to the school during usage by the applicant. The cost for repair shall be paid by the applicant. Such damage shall be grounds for cancellation of use permit. This condition is in accordance with Education Code 38134.
7. The school property, for use of which application is hereby made, will not be used for the commission of any crime, or any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States.
8. All individuals, groups, or organizations in their use or occupancy of school property, shall comply with all applicable laws, rules, and regulations. Any use contrary to or in violation of any law, rule, or regulation, shall be grounds for cancellation of the permit and for removing the users from the property, and may bar such individual, group, or organization from further use thereof. (Education Code 38135)
9. No lottery shall be conducted on school grounds or in any way be connected with the permit to use District facilities.
10. Users wishing to cancel a scheduled use must do so no later than 72 hours prior to the date of the event to avoid being charged.
11. Users shall not imply, indicate, or otherwise suggest that their use and/or any related activities are connected or affiliated with, or are endorsed, favored or supported by, or are opposed by the District, any District school, or any District officer or employee. No signage, flyers, or other material may reference the District, any school name, logo, or mascot without the District's written consent, except that users may indicate the location of the program or use. For commercial productions and/or any product created by a for-profit user, user shall ensure that the District name and logo, any school name, logo, and mascot is covered, blurred, or otherwise obscured in all videos, motion pictures, digital pictures, digital video, audio recordings, and/or photographs.

## F. Field Use

1. Outside facilities may be used only with an approved District Facility Use Schedule.
2. Restrooms are not available for field use. Portable restrooms are the responsibility of the user group. Location and placement of portable restroom is to be determined by site administrator and District staff. Portable restrooms must be secured when not in use with a user provided padlock. Portable restrooms must be secured by the user to prevent the unit from being tipped over. The proper cleanup of sewage spills associated with vandalized portable restrooms are the responsibility of the user to clean up. Failure to cleanup spills will result in additional charges to the user group.
3. Fields shall be left in the same condition in which they were found. Users shall clean up the area after each use. Damage beyond normal wear or failure to leave grounds in a clean condition after use can result in terminating the applicant's use. Costs incurred by the District to repair or clean up after a user group must be paid by the user. Users will be billed for costs when the organization's use has resulted in expense for the District.
4. Alterations or marking of the fields is prohibited without written permission of the District.
5. Fields are closed and not available for use on Sundays.

## G. Board Policy

1. User groups shall comply with current Board Policy 1330 as well as other policies established by the Board of Education as amended or revised.
2. Anabolic Steroids – Board Policy 5131.63  
Students' use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.