

AR 1330 Use of School Facilities

Application for Use of Facilities

Any persons applying for the use of any school facility or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Anyone applying to use school facilities shall do so as specified in district procedures and in accordance with law.

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 32282, 38131)

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.
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. 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 Governing Board.

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

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Restrictions

School 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 which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use.
4. School gymnasiums shall be used only by kindergarten through 8th grade students that primarily reside within the boundaries of the Etiwanda School District.

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

All persons or organizations applying for the use of school facilities shall complete and place on file the district's "Hold Harmless" agreement.

Groups, organizations, or persons using school 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 school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district 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 submit to the district proof of liability insurance of an amount at least equal to one million dollars (\$1,000,000.00) and naming the district as an additional insured. Notwithstanding any other provision of law, this section shall not be waived.

Conditions of Use

1. **Processing Fees:** A non-refundable application fee must accompany each application. Organizations entitled to "Free Use" are exempt from the application fee. Each invoice will include a clerical charge for processing. See current schedule of fees.
2. **Fees/Cost:** Fees/Costs are determined by the nature of the organization and activity as defined in Board Policy 1330. See current schedule of fees.
3. **Payment:**
 - a. One Time Use: Payment is required 5 business days in advance of use.
 - b. Reoccurring Regular Use: Organizations will be invoiced monthly in advance. Payment is required within 7 days of receipt of invoice. Late payment will result in suspension of facilities use or termination of use agreement. Any additional charges will be billed in arrears.

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- c. **Cancellation:** Five (5) day advance notification of non-use is required for fees to be credited towards next use or refunded as applicable.
4. **Tip/Compensation:** Under no circumstances is the custodian or other staff to be compensated directly by organization using facility.
5. **Illegal Activities:** Gambling, illegal drugs, alcoholic beverages, and/or tobacco products are not allowed in school facilities or on school grounds.
6. **Furniture Set-Up:** Removal of furniture from rooms and/or changes of any kind are not permitted. Special furniture arrangements, setting up chairs, tables, etc., will be charged per the current schedule of fees.
7. **Staff:** Some uses require staff to be present throughout the activity period. Other uses require opening and closing of building and/or grounds. Use of school facilities will be dependent upon the availability of school personnel for supervision or opening/closing. On holidays, break periods, and non-school days, it may be necessary to deny use of facilities if a qualified district employee is not available.
8. **Maximum One Year Agreement:** No privilege of using the buildings or grounds shall be granted for a period exceeding one year. The privilege is renewable and revocable at the discretion of the Board of Trustees or their designee at anytime.
9. **Shared Use:** No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
10. **City / County Ordinances:** Any city or county ordinance governing such group activities are considered applicable to activities under these rules and regulations.

Board Approved:

January 30, 2025

Effective Date: June 23, 2011