

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 1330.4(a)

Community Relations

Use of School Facilities Procedures

Application Procedure

1. Application to use school facilities shall be made through the Events Scheduling Department. Applications shall be filed at least seven (7) weeks in advance of use date and signed by a responsible adult who is authorized to represent the applicant. There is a \$25.00 application fee for all facility applications due at the time the application is approved by the Events Scheduling Department. Additional charges may be made for any changes or additions requested on the original application.
2. In the event that a loss or damage does occur, the person or group signing the request for use of premises shall be fully responsible and liable and shall assume liability before being granted the use of school facilities in the future.
3. Non-profit groups must be registered with the California Secretary of State as a non-profit organization. They must also provide a copy of the state tax exemption number or their 501(c)3 status.
4. A non-profit group must be a community-based group within the boundaries of the Santa Ana Unified School District.
5. Insurance showing coverage in the amount of \$1,000,000 general liability must be provided two (2) weeks prior to the scheduled date of use. If not received, the application will be cancelled. The insurance policy must name the Santa Ana Unified School District, its officers, employees and agents as additional insured and must contain a written notice of cancellation to the district. The evidence of insurance coverage must be approved by the district Risk Management Department. The insurance coverage must remain in effect during the entire contract period. Cancellation of insurance will result in automatic cancellation of facility permit.
6. The application must list equipment, furniture arrangement or District personnel that will be needed.
7. The requesting organization has the responsibility of making all facts known to the District to settle any questions regarding qualification for use and program content. This must be completed prior to a permit being issued.
8. The Superintendent/designee will request advance payment of the estimated rental fee at the time the facility assignment is issued. If cancelled, the payment will be refunded less a \$50.00 cancellation fee or any expenses incurred by the District, whichever is greater.

Cancellation Procedure

1. A minimum of fourteen (14) working days advance notice of cancellation is required from the reserving organization, except for sports field reservations. If the notice is not received in advance, the organization will be responsible for reimbursement of any expenses incurred by the District. A cancellation fee of \$50.00 will be charged if notification is not received prior to fourteen (14) days in advance of the scheduled activity.

NOTE: "Working day" is defined as a day when the District Office is open for business.

2. A minimum of seven (7) working days advance notice of cancellation is required from the reserving organization of a sports field (football, baseball, or softball). If the notice is not received in advance, the organization shall be responsible for the entire rental amount and for reimbursement of any expenses incurred by the district.
3. Schools may, in special circumstances, request the Superintendent/designee to cancel a community event in favor of a school-sponsored event. Such requests shall be in writing and set forth the circumstances that make the request necessary.
4. Applications submitted through the Events Scheduling Department shall be processed in a timely manner. Once an application has been submitted to the school site representative where the event is to be held, the school site representative shall approve or deny the application within five (5) working days. If the school site representative fails to respond within the five-day period, the Event Scheduling Administrator will make the determination to either approve or deny the application.

Restrictions

1. Facilities will not be available for dances unless organized, sponsored and conducted by District student body organizations, classes or recognized campus clubs.
2. School facilities will not be available for outside use during scheduled class hours or at other times where school functions have been scheduled.
3. The use of tobacco products is prohibited at all times in all District buildings and on all District grounds, including indoor and outdoor athletic facilities.
4. Open flame devices are not permitted without prior written approval from the Santa Ana City Fire Chief. The non-profit organization sponsoring the event must have written approval from the Fire Chief on file with the Events Scheduling Specialist prior to use of facilities.
5. Organizations using facilities must conform to all city and county ordinances and fire regulations.
6. To possess, use or be under the influence of any controlled substance as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind is prohibited on school district property.
7. No food or drink shall be consumed in any auditorium, gymnasium, or classroom.
8. Animals, motorized vehicles or cycles, skateboards, roller blades, go-carts, rockets, powered airplane models and golf practice are prohibited on school grounds.
9. A school custodian or other District employee approved by the Events Scheduling Department shall be on duty when school facilities are being used. It shall be his/her duty to see that rules and regulations are observed. This requirement may be waived at the discretion of the Events Scheduling Department.

10. Violation of District rules by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
11. Concessions are the exclusive right of the Santa Ana Unified School District unless special written permission has been granted to the requesting party by the school Principal and the Events Scheduling Department. The District may require evidence of any health permits required by the County of Orange.
12. The use of District-owned equipment is not permitted (i.e., video camera recorders, televisions, monitors, computers, projectors, musical instruments).
13. Outside organizations shall obtain prior approval from the Principal and the Events Scheduling Department for the use of school facilities for the sale of food. The District may require evidence of any health permits required by the County of Orange.
14. Non-school-sponsored garage or rummage sales are not permitted on District property.
15. Groups requesting use of school facilities operated by the District in joint use with the City of Santa Ana shall obtain approval from the City. Requests for use of schools after hours shall be directed to the City Recreation & Parks Department.
16. Playground use may be permitted to other groups when not previously committed or limited by another agreement.
17. Field use requires a facility use permit if an organization wants to reserve a particular field at a designated time. Permits will be issued on an annual basis for the entire year. The District reserves the right to deny use of certain fields which are designated for specific sports and play activities. Athletic fields shall not be used during inclement weather. In inclement weather, permitted users should contact the "mud line" for instructions on usage.
18. Kitchen Use - A school kitchen may be used only when a member of the District Food Services staff is on duty. Charges for Food Service staff will be billed to the user.
19. Auditoriums - Organizations are prohibited from removing or using stage scenery, properties, lights, curtains, ceiling pieces and/or the counterweight system, unless the Stage Manager/designee grants permission and supervises the activity. In cases where the stage is used, no dressing shall be permitted except in dressing rooms connected with the auditorium and stage. Access to other buildings or rooms shall not be permitted unless specifically designated on the building facility use assignment form.
20. Carnivals - Carnivals with amusement park rides are prohibited. Only extra curricular and fundraising activities, such as school fairs, sponsored and conducted by schools, District student body organizations and recognized campus clubs are allowed. Proceeds from fund-raising activities must benefit the District.

AR 1330.4(d)

21. Subletting, transferring or reselling of any facility reservation without the permission of the district Events Scheduling Department is prohibited. Violations of this section shall result in the immediate revocation of privileges to use District facilities.
22. Events must end at or before the scheduled time of rental. Any time of facility use beyond the scheduled end time shall be at double-time cost for rental and/or employee costs.
23. Any violations of the California Penal Code, Business and Professions Code, Education Code or Health and Safety Code by any person present at the facility being rented shall result in the immediate cancellation of the event and there shall be no refund provided to the renter. Violations of this section could result in the immediate revocation of privileges to use District facilities.
24. Any violations of these restrictions by any person present at the facility being rented shall result in the immediate cancellation of the event, revocation of the permit and there shall be no refund provided to the renter. Minor violations of District facilities policies will result in the assessment of one strike. Organizations with three strikes will lose their privilege to use any District facility.