

MEMORANDUM

To: All School Facilities Users

From: Patrick Paturel, Superintendent

Subject: School Expectations of Facility Users and Rules Governing Use of School Facilities

Please note the information below, share it with the children in your group(s) and let their parents know:

1. Children should not be dropped off on campus and left unsupervised before the coach/activity director arrives.
2. Bicycles and skateboards are not to be ridden in the hallway/stair areas.
3. Restrooms will be left unlocked and available for use until 7:30 p.m. This is being done as a service to you and will continue as long as the restrooms are properly taken care of.
4. **AT NO TIME** are children allowed to enter the school **staff room** or **work room**. The staff room, work room, equipment and staff restrooms are off limits to facility users.
5. School P.E. equipment from classrooms or other areas is to remain where it is and unused.
6. Children may not wait unsupervised on campus after school or after some other school event before their practice/game/meeting with you begins. This creates a tremendous safety problem. This does not apply to groups who meet immediately after school is dismissed.
7. It is the using organization's responsibility to set up and remove any special properties. The facility must be returned to its original condition and arrangement following the activity. The use of nails, tacks, or staples in any of the wood work is **not permitted**.
8. No part of the school building or grounds will be entered or used that is not specifically listed on the approved application, excepting necessary corridor and lavatory facilities.
9. Possession or consumption of alcoholic beverages is prohibited at all times on school property.
10. Tobacco use is not permitted on the school campus at any time.
11. School district equipment will not be available unless specifically requested. The school will provide necessary personnel (to be paid for in advance) to operate this equipment if it

is to be used. Groups or persons using facilities shall be liable for any damage to school property caused by the group or activity. The district shall charge an amount necessary to repair or replace the damaged property and may deny the group further use of facilities. (Ed. Code 40043)

12. No electrical appliances or extensions may be used except those furnished by the school.
13. A school district employee must be on duty whenever a building is open. The employee is to be responsible for : (1) opening and closing the facility, (2) lighting and heating,

NOTE: If there is any question about the use of lights and heating/air conditioning, a person responsible for the group is to request the school employee to make necessary corrections in the controls.

- (3) seeing that furniture and equipment is used only in places and for purposes authorized by the building principal, and (4) making furniture and equipment conveniently available to the group within the facility being used. The using group will be responsible for setting up the furniture and equipment for the activity and for returning to its original location after use.
14. In the event there is a cancellation of the activity, a 24-hour notice of cancellation must be given to the school either by telephone or in writing.
15. A custodian is normally on duty M-F during the school year until 7:30 p.m. Using organizations shall be charged for the employee's salary (time and one-half), required by law, after that time.
16. Practices/games/events must be cancelled well enough in advance of their scheduled time to permit the coach/activity director enough time to notify the school, students and parents. Students unable to notify their parents are not authorized to ride the bus home and therefore **will remain on campus under the direct supervision of their coach/director** until an authorized person picks up the child. The school cannot facilitate the use of phones by large groups of students in such situations.
17. Any group using school facilities or grounds shall be liable for any injuries resulting from the negligence of that group during the use of those facilities or grounds. The groups shall each bear the cost of insuring against its risks and shall bear the costs of defending itself against claims arising from those risks. In certain cases, the district may also bear the cost of insuring against the risks and of defending itself against claims arising from those risks.
18. Persons or organizations applying for and using school facilities must uphold state and federal constitutions and may not use school premises to commit unlawful acts.
19. All groups or persons using school facilities must have the appropriate, completed and current Indemnification and Insurance Agreement on file with the district.¹