

ALVORD UNIFIED SCHOOL DISTRICT
Rules, Regulations and Policies for Use of Premises and Facilities

1. All requests for Use of District Premises & Facilities must have **availability confirmed by Principal/Administrator**, and be approved by the Director, Facilities located at 9 KPC Parkway Corona, CA 92879.
2. The facilities available for community use consist of play fields, classrooms, multi-purpose rooms, cafeterias, teaching rooms, gymnasium, and the district administration building board room. Usage of buildings or grounds shall be granted for a period not exceeding one year - with the year ending on June 30th.
3. The use of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property other than public school purposes shall be subordinate to this primary purpose.
4. All applications from outside organizations for the use of school premises shall be signed by the President or Secretary of the organization.
5. There shall be no use of tobacco, alcohol, intoxicants, or narcotics in or about school buildings, nor shall profanity, fighting, or gambling be permitted.
6. There shall always be a school custodian on duty when building facilities are being used by outside groups. The applicant is held responsible for the preservation of order. School premises should be vacated promptly in accordance with the time schedule indicated on this request form.
7. Use of school kitchens must be arranged with the Supervisor of Child Nutrition Services at (951)509-6200 before your request is approved. A District Food Service Worker **must** be present whenever kitchen facilities and equipment are being used. There will be an additional charge.
8. A fee will be charged for custodial services for groups not directly concerned with civic or community betterment or activities for children. Whenever the use of school premises without a rental fee is permitted, it is understood that there will be no admission fee charged, no soliciting of funds, or sale of literature by the organization using school facilities, and that the meeting shall be non-exclusive and open to the public. If rental fee is required, the fee shall be paid in advance through Facilitron.

Organizations serving students (Scouts, PTA, etc.) will not be charged for meetings held during the week. There is no charge for room or custodian. However, a custodial fee will be charged if attendance exceeds 200 people. There is a custodial charge for events held on the weekend.

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A per day fee will be charged for field use. However, if restrooms are needed, there is a custodial charge (3 hour minimum = \$80.00/hour x 3 hours = \$240.00) to open and close the restrooms.

9. Permission to use school facilities will be granted in accordance with a schedule of charges adopted by the Board of Education.

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**PROCEDURE FOR SUBMITTING “REQUEST FOR USE OF DISTRICT
PREMISES & FACILITIES**

1. *Request for Use of District Premises & Facilities* form **must be submitted at least two weeks in advance** of the date requested.
2. *Availability must be confirmed and Request for Use of District Premises & Facilities* form **must be signed by the Principal or Administrator of the Facility** that is being requested before submitting form to District Office, Administrative Services.
3. **Attach Insurance Form #1** - A Certificate of Liability Insurance verifying the Applicant has general Liability insurance applicable to bodily injury and property damage with a limit of liability of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate must be attached to Request form and be on file before final approval is given for facility use.
4. **Attach Insurance Form #2** - A separate Endorsement Designating the District as Additional Insured (**Form CG 2026** or CG 2011 or equivalent) must be attached to Facilities Request form and be on file before final approval is given for facility use. For purposes of the CG 2011 only, the Facilities Use Agreement shall be deemed to be a lease.
5. All required fees must be paid in full prior to the event.
6. Applicant must notify the District within 30 calendar days of any changes or cancellations of insurance policy.

*Please refer to California Department of Education Civic Center Act EC Section 38130 www.cde.ca.gov pertaining to the District's authorization to charge for Use of Facilities in accordance with fees determined by the Board of Education.