

GLENDALE UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS FOR USE OF SCHOOL PROPERTY FOR PUBLIC PURPOSES AND AS A CIVIC CENTER

1. The Business Services Division is charged with direction and supervision of community use of school facilities and at its direction may establish charges for use not defined herein or under unusual circumstances.
2. The District reserves the right to request payment of fees in advance.
3. School playground facilities may not be used for swap meets and similar trading activities open to the general public.
4. In case of a date conflict the school-related activity shall have priority.
5. Facilities are available during vacation periods only if the use does not conflict with cleaning or other activities, and if personnel are available for supervision.
6. **Smoking on all District-owned property (indoors and outdoors) is prohibited. The renting organization is responsible for complying with this regulation.**
7. **Alcoholic beverages and narcotics will not be permitted on school property at any time.**
8. **Profane language, quarreling, fighting or gambling will not be permitted on school property at any time..**
9. **No refreshments or food shall be sold or served in classrooms, auditoriums, or gymnasiums. No food or drinks shall be sold or served without prior permission from the District.**
10. A District employee shall be on duty whenever a facility is being used.
11. No caterers are allowed to cook in, or serve food from a school kitchen.
12. At no time is a cafeteria kitchen to be open for use without a cafeteria employee present.
13. All books, pamphlets, posters and other items of literature which may have been used or distributed during the rental period must be removed by the organization at the end of the rental period.
14. All equipment to be used must be listed on the application and arrangements made for trained personnel to operate the equipment deemed by the District to require skilled operators. The permit holder is bound by the determination of the District and is responsible for these salaries in addition to the basic rental and other applicable fees.
15. All drapes, hangings, curtains, drops, and all other similar decorative materials that would tend to increase the fire hazard, shall be made from nonflammable materials, or shall be treated and maintained in a flame-retardant condition. The organization renting the facility is responsible for providing the necessary documentation to prove compliance with this regulation. The decision of the District employee in charge of the facility in this respect shall be final.
16. No signs, advertisements, placards, or notices shall be put or placed or exhibited upon the school property or in any part of the auditorium, inside or outside, nor any decorations made inside or outside the auditorium without prior approval by the District. No nails, tacks or screws shall be driven or placed, and any decorations permitted to be made shall be put up without defacing school facilities. No signs, advertisements, placards, notices, and decorations permitted shall be posted on painted surfaces. No signs, notices, and decorations shall be posted on auditorium seats.
17. The use of open flames is forbidden.
18. Program and rehearsal arrangements are binding. Last minute rehearsals or additional room use cannot be permitted. Buildings and facilities will be closed at midnight without exception.
19. The doors to the auditorium lobby and auditorium shall be opened for admission at least one-half hour before the beginning of each performance.
20. The organization renting the facility shall not sell or distribute, or permit to be sold or distributed, tickets or passes in excess of the seating capacity of the facility nor admit thereto a larger number of persons than the seating capacity. No standing room for audience or guests allowed.
21. No performance or event presented in the facility shall in any manner be recorded for reproduction without the prior consent of the District.
22. The permit holder shall have the duty and responsibility for ascertaining and securing all necessary approvals, licenses or permits which may be required by State, County or all other public authorities in connection with the use of the property or facilities pursuant to this permit.
23. **Use of the facilities may also include access to and use, but not exclusive use, of the adjacent school or District parking lots for guests, patrons, invitees, employees or agents of the organization/Permittee.**
24. Events and activities on the attached "Red Light" list are prohibited.

Read and accepted by: _____ Title: _____

Signature: _____

Permit:
