

**Community Relations**

**Use Of School Facilities**

Payment for Use of Facilities

- A. No charge will be made for use of facilities that fall clearly under the provisions of the Education Code 40040-40047.
- B. A non-refundable processing fee.
- C. A scale of fees is adopted for non-civic center uses.
  - 1. Auditorium or Cafeteria \$50 for each time used, if used for projects other than those included in the Civic Center Act
  - 2. Parking Lot. \$10 per day (\$3 p/day regular users) plus custodial salaries
  - 3. Use of Kitchen \$5.00 per day plus cafeteria employee salary
  - 4. Grounds \$20.00 per day plus cafeteria employee salary
  - 5. Custodial Services \$8.00 per hour
  - 6. Cafeteria Employees \$6.00 per hour

Definition of Use (As defined by Ed. Code of State of California and the Los Angeles County Counsel)	PTA, YMCA, YWCA, Boy Scouts, Girl Scouts, Camp Fire Girls, Etc. (reg. scheduled mtgs.)	Organizations, Clubs, Assn. Or Groups organized for general charter or welfare purposes	Other Groups
No admission fees are charged and no contributions solicited.	No charge (when personnel regularly assigned to facility)	May Charge	May Charge
Admission fees are charged or contributions solicited and there are no net receipts or net receipts are expended for either the welfare of the pupils or the district or for charitable purposes.	May Charge	May Charge	May Charge
Admission fees charged, contributions solicited and net membership dues collected or the net receipts are <u>not</u> expended for either the welfare or the pupils of the District or for charitable purposes, or the receipts are not used solely for support of the group or the advancement of character building or welfare of the group	Must Charge	Must Charge	Must Charge

Religious or Sectarian Use MUST CHARGE

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Commercial Use PROHIBITED

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**Community Relations**

**Use of Facilities (continued)**

Organizations, clubs, associations or groups for which NO CHARGE is indicated shall be allowed free use of established civic centers, not to exceed three hours per meeting, during regular working hours of assigned custodians, except that on all Saturdays and Sundays and on all legal and local holidays and vacation periods or hours in excess of regularly assigned hours, charges shall be made for custodial services in accordance with the Table of Charges. (FREE USE IS LIMITED TO A MEETING PLACE, P.A. SYSTEM, LIGHTS AND ONE CUSTODIAN FOR THREE HOURS PER MEETING).

**Community Relations**

**Use Of School Facilities (continued)**

General Provisions

- A. District-owned audio-visual equipment may be used by groups on the school premises provided the equipment is operated by an employee of the district or by a person approved and checked out by the principal of the school. Application for use of such equipment must be made at the time of the original application for building use.
- B. Organizations meeting regularly at scheduled times throughout the year in the same location may make one application to cover the entire school year. Meeting dates must be specified.
- C. Use shall not be inconsistent with the intended purposes of the buildings and grounds. (Ed. Code 40041)
- D. Civic Center activities shall not interfere with the conduct of regular school activities.
- E. No use shall be granted to any individual, society, group, or organization whose acts or purposes would establish or overthrow the government of the States, or the United States, by any unlawful means.
- F. Classrooms will be used only under the following conditions:
  - 1. Other facilities, i.e., auditorium, multipurpose rooms, are not available for use by the groups.
  - 2. The principal involved concurs on classroom availability.
  - 3. Use of classrooms shall in no way interfere with the educational program being carried on in the classroom. Permission to use specific classrooms may be revoked or cancelled by the building principal with the approval of the Superintendent.
  - 4. Arrangements for classroom use shall be made at least one week prior to the actual use and application shall be made for this use at the District Administration Office.

**Community Relations**

**Use Of School Facilities (continued)**

General Provisions (continued)

5. Specific use time will be established and strictly observed by the group.
6. When possible, groups of children using classroom facilities will be assigned to rooms used by their age levels during the school day.
7. Classrooms will be used only after the majority of the pupils controlled in the school have been dismissed.
8. The building principal may designate certain toilet room facilities and play areas to be used by the groups.

**Community Relations  
Use of School Facilities (continued)**

LOWELL JOINT SCHOOL DISTRICT  
USE OF PROPERTY UNDER CIVIC CENTER ACT

Section 40045 of the Education Code requires that “the governing board shall require the making and delivery to such governing board by such applicant of a written statement of information in the following form.”

STATEMENT OF INFORMATION

“The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means:

“That \_\_\_\_\_, the organization on whose behalf he or she is making application for use of school property does not, to the best of his or her knowledge, advocate the overthrow of the Government of the United States or the State of California by force, violence or other unlawful means, and that, to the best of his or her knowledge it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury,”

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Signature (see next paragraph)

“Any person applying for the use of school property on behalf of any society, group or organization shall be a member of such applicant group and, unless he or she is an officer of the group, must present written authorization from such applicant group to make the application.”

“The school board may require the furnishing of such additional information as it deems necessary to make the determination that the use of school property for which application is made would not violate Section 40044 of the Education Code.”

Section 40046 of the Education Code reads:

“Written statements of information as required by Section 40045 need not be under oath, but shall contain a written declaration that they are made under the penalties of perjury, and any person so signing such statement who willfully states therein as true any material matter which he knows to be false, is subject to the penalties prescribed for perjury in the Penal Code of this State.”

## **Community Relations**

### **Use of School Facilities (continued)**

To protect the district's property, insure the physical well-being of those using the facilities and respect the rights of those residents in close proximity of the school grounds, the following activities shall be prohibited:

1. Bicycle riding.
2. Skating and skateboard riding.
3. Playing tackle football.
4. Playing golf.
5. Climbing on buildings, fences or other facilities not built for climbing.
6. Carrying knives or sharp instruments
7. Firearms, including pellet guns, BB guns or sling-shots.
8. Operating go-carts, mini-bikes, motor scooters and power models of all types.
9. Riding horseback.
10. Playing hardball unless under the direct supervision of an organized baseball team.
11. Walking of dogs, whether on leash or running loose.

**Community Relations**

**Use of School Facilities (continued)**

Procedures for Use of Facilities

1. If free use is granted as provided in the Civic Center Act, the meeting shall be non-exclusive and open to the public.
2. School facilities shall not be available for use on Sundays or legal holidays unless upon special approval of the Board of Trustees. Limited special facilities may be made available during vacation periods if such use does not conflict with building, cleaning, and/or renovating activities and if necessary personnel are available for supervision.
3. The programs offered in and during the use of any school premises shall at no time contain any matter which might tend to cause breach of the peace and which constitute subversive doctrine, seditious utterances and which agitate changes in our form of government or social order by violence or unlawful methods.
4. No sectarian or denominational doctrine shall be taught at any meeting falling under the Civic Center Act, except by those religious or sectarian organizations which lease school property.
5. Juvenile organizations must have adequate adult sponsorship and supervisions. Adequate supervision is considered to be not less than one adult per 20 children.
6. No literature shall be advertised or offered for sale on school premises at any meeting, with the exception of PTA publications, unless it has been approved by the Superintendent or person authorized by him.
7. All functions shall close by 10 p.m. unless special permission is secured in advance. All premises shall be vacated at the time shown on the application. Deviations or departures from this rule shall be cause for cancellation of all future meetings.
8. All applicants for permits for use of school facilities must sign the "Statement of Information" (loyalty oath) as required by law (see attached form).
9. School facilities shall not be available at any time which might interfere with regular functions of the school, and said time will be determined by the Superintendent or person designated by him.
10. Where charges are made, an invoice will be sent to the organization using the facilities. Failure to make prompt payment will be just and sufficient cause to deny further use.

**Community Relations**

**Use of School Facilities (continued)**

Procedures for Use of Facilities (continued)

11. If an organization requires extra chairs, other than those which are assigned to the school requested (other than PTA or school sponsored events), a charge shall be made for moving chairs from other locations as shown in the Table of Charges.
12. No alterations shall be made to any school building, nor shall furniture, pianos or equipment be moved except by assigned district staff.
13. No alternations or additions shall be made to any district facility or grounds without first submitting, in detail, what is proposed and receiving written approval from the district to proceed. If approval is given, it is the responsibility of the group or organization to return the facility or grounds to its original conditions. Failure to do so will result in the district's billing the organization for costs incurred by the district in restoring same and is cause to cancel future meetings of the organization.
14. All drapes, hangings, curtains, drops and all decorative materials used within or upon school buildings or grounds shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshall.
15. Applicants for use of school facilities shall submit, in detail, a list of their needs, including diagram of setup, number of chairs, tables, etc. at the time of application. Custodians are not authorized to make changes in the request, and, for this reason, it is essential that needs be anticipated.
16. The assigned custodian shall be responsible for verifying the organization's authorization to use the facility; making the necessary arrangements to accommodate the meeting; cleaning and returning the facility to proper condition for school use; reporting any deviations or departures from the established rules, regulations and policies; and performing all services courteously.
17. No preparation of any kind shall be used on school floors by groups using the building for dancing.
18. Groups or individuals using school facilities under the Civic Center Act shall not assist the custodian in putting tables and benches in the wall.



**Community Relations**

**Use of School Facilities (continued)**

Procedures for Use of Facilities (continued)

19. There shall be no smoking in any school.
20. It is required that a district custodian prepare facility for use, unlock facility and secure facility after use.
21. At the conclusion of the use of a facility, a representative from the organization using the facility must remain until the custodian arrives to prevent the facility being left in an unsecured state.
22. Due to the demanding schedule of the custodian personnel, the group using the facility must adhere to the scheduled opening and closing times.
23. If payment of a fee is to be made by an organization for the use of school buildings or grounds, the district reserves the right to request payment in advance. For extended use of facilities, a monthly payment may be made. A refund will be given if notice is received in the District Office at least forty-eight hours before the expected cancellation.

**Community Relations**

**Use of School Facilities (continued)**

Regulations for Use of Kitchen

1. Kitchen facilities, except for regular meetings of the PTA or school functions, must be rented at the fee established in the Table of Charges.
2. The kitchen may be opened by the principal for the PTA when none of the kitchen tools or equipment is to be used.
3. When tools and equipment are to be used, the kitchen is to be opened by the Cafeteria worker of the School or a qualified person appointed in her place.

The cafeteria personnel assigned by the Director of Nutrition Services shall be responsible for advising and assisting the groups using the kitchen in the proper use of all cafeteria equipment shall see that the district property is protected and district supplies are not used.

4. The organization using the kitchen shall be responsible for leaving it in a clean and orderly condition. If the facilities are left in an unsatisfactory condition, the organization shall be charged for the labor involved in returning the kitchen to district standards.
5. For dinners or other functions where food is prepared and served under the direction of the Food Services Supervisor for an organization included in the Civic Center Act, a written agreement shall be signed by both parties and approved by the District Office representative. This agreement shall state the minimum number of meals to be served, the price per meal, the type of menu to be provided and the time the meal is to be served.

An account of the receipts and expenditures for each such occasion shall be submitted to the District Office representative.

**Community Relations**

**Use of School Facilities (continued)**

Regulations for the Use of District Parking Lots

1. Youth groups, community groups and other groups and/or organizations may use District parking lots for normal parking of automobiles without charge while occupants attend activities sponsored by the group.
2. Youth groups, community groups and other groups may use District parking lots for group-sponsored activities. Charges will be billed for utility usage and/or necessary custodial fees. Receipts from activities are to be expended for either the welfare of the pupils.
3. Religious groups may use District parking lots for the normal parking of automobiles at times that do not conflict with School District activities. No religious services or distribution of religious materials are to be conducted on school parking lots. The group must carry liability resulting from the group's use of the property. A charge of \$10.00 per day is to be levied for one-time users. Groups using the facility on a regular basis are to be charged \$3.00 per day.
4. Private organizations and non-profit organizations may use District parking lots at times when there is no conflict with School District activities, provided the organization has insurance to cover any liability encountered while using the facility and holds the School District harmless from any such liability. Charge for use is to be \$10.00 per day, when used on a one-time basis. If used on a regular basis the charge is to be \$3.00 per day.
5. The use of District parking lots is prohibited when they are to be used for commercial purposes.
6. Individuals are generally prohibited from using District facilities to park individual automobiles, trucks, campers and similar vehicles. In cases of temporary emergency, permission may be granted for parking lot use during times that do not conflict with School District activities. Individuals must be responsible for any damages to District property that may result from their use and hold the District harmless from any liability that may result from their use.
7. All groups and/or individuals must complete and have approved the Lowell Joint School District form "Request for Use of Buildings and/or Grounds."

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; October 23, 2006; June 18, 2013