



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

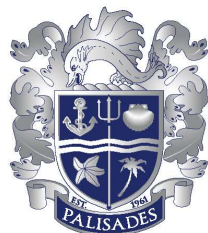
PCHS Facilities-Use Policy

Policy - Other than for the below Exceptions:

- Usage of ANY PCHS Facility Space REQUIRES an Approved Reservation with the Permits Dept. - Approval means either: A) A reservation is Viewable on the PCHS Website's Facility Usage Calendar; or B) An active Permit Agreement fully executed by both an Authorized PCHS Representative and an Authorized Permit Holder that is presented when requested by PCHS Personnel at the time of a Facilities request or at the time of Facility use.
- In-Season Teachers/Staff/Coaches MUST Reserve their Facility Usage 3 Staff/Admin Days in advance (see exceptions listed below).
- Out-of-Season Teachers/Staff/Coaches MUST Obtain a Permit from the Permits Dept. - Permits MUST be requested 14 Staff/Admin Days in advance - Permits will require a specific usage day/time or schedule (see exceptions listed below).
- If someone Does Not have a Reservation in the PCHS website's "Facility Usage" Calendar OR a properly authorized and active Permit Agreement, AND Does Not fall under one of the Exceptions below, the person WILL NOT be permitted to use the Facility and PCHS Security will Require the person to Leave.
- Other than Approved Personnel (Admin & Operations/Security, etc.), or with written approval via a fully executed "Administration Exception Form for Facility Use" form - Nobody is allowed on campus on any day between 11:00pm - 6:00am Pacific Time, and nobody is allowed on campus on Non-Faculty Days between 11:00pm - 7:00am Pacific Time.
- Other than Approved Personnel (Admin & Operations/Security, etc.), or with written approval via a fully executed "Administration Exception Form for Facility Use" form - Nobody is allowed on campus on PCHS Holidays at any time of day. See below for PCHS Holidays.
- All Facilities Usage to be conducted within the Permit Agreement language AND the then current Facilities-Use Rules/Policies as posted on PCHS's website.
- Facilities usage on Non Faculty Days by people who are not PCHS employees limits one's presence on campus to be 60 minutes before and after the scheduled activity. Being on-campus for no other reason is prohibited.

Exceptions:

- Traditional Classroom and Departmental Spaces usage on Faculty Days between 6:00am-11:00pm Do Not Require a reservation. Non-Traditional Classroom Spaces (Gilbert Hall, Mercer Hall, Library, Cafeteria, Gyms, Outdoor Facilities, etc.), being used for Authorized Instruction Do Not Require a Reservation, but these Non-Traditional spaces need to be and can be reserved for other usage during Faculty Days from 6:00am-11:00pm.
- Pali Admins use of their Offices, work areas, meeting spaces and 1st Floor A-Bldg. spaces.
- Pali Admin Authorized Exceptions - These Authorized Exceptions to be in writing via a fully executed "Administration Exception Form for Facility Use" form (all signatures to be included five (5) Faculty Days in advance of the usage date). This form can be found on the PCHS website in the "Forms and Policies" section under the "About Us" menu.
- Teachers/Staff/Coaches that are in-season and coming to PCHS by themselves to pick-up of drop-off something, or want to come by themselves to primarily do PCHS related work, are permitted to do so but MUST check in with Security first, MUST have the Current Year PCHS Photo ID with them, MUST allow the Security Guard to put their name on their Faculty/Staff Visitors Log (and MUST wait for the Security Guard to return to the Flagpole Area if they are on patrol or temporarily unavailable), MUST understand that any ad-hoc (not pre-reserved) desired use of a given facility space is secondary to any pre-reserved use of the facility space that is on the PCHS website's "Facility Usage" Calendar (including Faculty Days between 6:00am-11:00pm), and MUST check-out with security when they are done using PCHS Facilities and are leaving campus.



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Definitions:

- **Student Days** - Those days when Students are required in general to be at PCHS, this is typically our 175 instructional days.
- **Faculty Days** - Those days when Teachers are required in general to be at PCHS, this includes Student Days as well as Non-Student Days where the majority of teachers are required to be on-site.
- **Staff/Admin Days** - The days where in general the 12-Month employees are expected to work in addition to Faculty Days. These would include Faculty Days by definition, but days when Teachers are on campus will generally be referred to as Faculty Days.
- **PCHS Holidays** - These are officially defined each School Year by HR, and that list will be the official list to be used for this policy, but recently have been as follows: New Year's Day, MLK Day, President's Day, Fri before Spring Break and/or Cesar Chavez Day, Memorial Day, 4th of July, Admissions Day, Labor Day, Veterans Day, Thanksgiving Thu & Fri, Christmas Day, New Year's Eve Day.
- **In-Season Teachers** - Means teachers during the school year Faculty Days. In-Season is most commonly used for Competition Event Coaches that have specific seasons for their teams/groups, but the above policy item does apply to Teachers/Faculty as well. Teachers coming by themselves to use a classroom they typically work in would not need a permit during Faculty Days. If they wanted to use that same classroom in Mid-July (or any other space on campus in July), they'd be Out-of-Season, and therefore need a permit. The Faculty In-Season period is from 8/1 thru 6/15. Use of any facilities (including classrooms) during the 6-weeks in-between requires a permit to be used by non 12-month PCHS personnel. The PCHS Permits Dept. will try to provide 3 days' notice to Faculty/Staff in-season whenever classrooms they typically use are to be permitted out (i.e. filming, SATs/ACTs, etc.).
- **PCHS Website Facilities-Use Calendar:**
- <http://ems.palihigh.org/VirtualEms/BrowseEvents.aspx>
- **PCHS Website "Administration Exception Form for Facility Use" Form:**
<https://4.files.edl.io/9fea/02/19/19/164311-b9737eb9-2899-4f29-b002-b393fe5a7e1b.pdf>
- **PCHS Website Facilities-Use Rules/Policies:**
https://www.palihigh.org/apps/pages/index.jsp?uREC_ID=1005558&type=d&pREC_ID=1321352