

USE OF SCHOOL FACILITIES

1. The Executive Director shall be responsible for the coordination and interpretation of Board Policy regarding the use of district facilities. In addition, the Executive Director shall determine fees to be charged, where applicable.

2. Requests for use of district facilities shall be made in advance and in writing on forms provided by the district. Permission to use facilities shall be granted by the school principal or designee, subject to approval of the Executive Director.

3. When custodial services are not required beyond normally scheduled duties, the following groups may use the district facilities without charge for meetings, recreational activities and fund-raising activities which benefit the youth or schools of the district:

Booster Clubs – PTA

Girl Scouts

Boy Scouts

Camp Fire Girls

School Clubs

Senior Citizens

Recognized Employee Associations

Community Youth Sport Groups

School Related Parent Groups

4. All users Groups (I, II, and III) shall provide a certificate of insurance showing that they are properly insured for their own negligent acts (\$1,000,000 general liability with combined single-limit or bodily injury and property damage. The amount of this insurance will be based on insurance carrier recommendations.)

5. The use of school district facilities by user groups shall be conditioned upon the user agreeing to hold the Northern Humboldt Union High School District, its Board of Trustees, and individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of, or be caused in any way by, such use or occupancy of school property; and shall also provide an “additional named insured” endorsement, without

obligation for premium payments, naming the Northern Humboldt Union High School District. Users of district facilities shall furnish such liability or other insurance for protection of the public and the district as the Executive Director may require. Groups covered by the Civic Center Act are exempt from naming the Northern Humboldt Union High School District as “additional named insured.”

6. The applying entity signing the Application for Use of Facilities shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to district property.

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7. An approved application may be revoked with reasonable notice when school facilities are needed for school purposes.
8. Permission to use district facilities shall neither be granted for a period exceeding one fiscal year, nor so often during any year as to afford any person or organization a real or implied monopoly.
9. Churches, religious groups, and sectarian organizations with no suitable meeting place may occasionally use district facilities for religious services. A charge shall be made for each use.
10. A non refundable deposit may be required prior to the date of facility use.
11. Use of district facilities approved under the Civic Center Act at no cost shall be nonexclusive and open to the public.
12. There shall be an employee/designee of the district in charge whose duties shall include the opening and closing of buildings and grounds, the operation of mechanical systems, and the enforcement of regulations and prevention of disturbances. A charge shall be made whenever this requirement results in the district incurring additional expense. This requirement may be waived in the case of playing fields or other facilities not normally secured.
13. Applications shall be made at least 15 days in advance of the first date of use being requested. Late applications may be denied.
14. Applicants for use of district facilities shall be notified in writing whether the request is approved or denied. If approved, a completed copy of the application with any special requirements shall be made to the applicant.
15. Any person applying for the use of school property on behalf of any group shall be a member of such applicant group.
16. Using organizations shall be responsible for the control and supervision of all persons in attendance during the use of district facilities. The district shall require security as a condition of use whenever it is deemed to be in the district's best interest.
17. School keys required to carry out any and all activities shall remain in the possession of authorized district employee(s)/designee(s). Keys shall not be turned over to individuals, organizations, clubs, associations, etc. Buildings shall be opened, attended, and closed by an authorized employee of the district. This requirement may be suspended by the Superintendent and/or Executive Director when such suspension would serve the best interest of the district.
18. Groups using district facilities shall be responsible for the condition in which they leave the facilities. Any abuse or misuse of facilities, including playing fields, shall be reported immediately to the Executive Director. When appropriate, a charge for damage or loss of district property will be established by the Executive Director in cooperation with the

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facility administrator. Failure to pay immediately for damage shall be grounds for denial of future requests. Any abuse or misuse of district facilities may also be grounds for refusal of future facility requests.

No person(s), or group(s) shall:

- a. Willfully mark, deface, injure, tamper with, displace, or remove any buildings, resources, tables, benches, railing, backstops, playground apparatus, bleachers, ball fields, public utilities, waterlines, paving or paving materials, signs, notices, placards, monuments, stakes, posts, boundary markers, or other structures, equipment or facilities whether real or personal.
- b. Litter, soil or defile any of the above-mentioned items, area, buildings or properties (see "A" above) whether real or personal.
- c. Remove any soil, rock, stones, trees, shrubs, plants, or make any excavations by hand, tool, equipment, or any other means or agency.
- d. Construct or erect any buildings, structures or apparatus of whatever type or kind, whether temporary or permanent or temporary in character without specific written permission from the Northern Humboldt Union High School District and/or its designee(s).

19. No alcoholic beverages, intoxicant or controlled substance in any form shall be brought onto the property of the district. Any person under the influence of intoxicating liquors or substances as defined by State law and California Penal Code shall be denied participation in any activity. Violation of this regulation shall be justification for immediate termination of the event, closing of the facility and denial of future use requests. Possession, use or sale of alcoholic beverages of any type in, or on, any campus or site owned by the Northern Humboldt Union High School District is strictly prohibited.

20. The use of tobacco products is prohibited at all times on district property and in district vehicles.

21. Use of school playing fields shall not be permitted during periods of rain or when fields remain wet following rain and such use would be harmful to the playing surface. Final determination of field use to be made by the Northern Humboldt Union High School District and/or its designee(s).

22. No structures, electrical modifications, or mechanical apparatus may be erected or installed on district property without specific written approval by the district representative approving the Application for Use of School Facilities. Persons and organizations granted the use of district facilities shall assume full responsibility for compliance with all applicable State and local fire, health and safety laws and regulations.

23. All draperies, hangings, curtains, drops and all decorative materials used with, or upon, the district's buildings and grounds, shall be made or treated with flame-retardant process approved by the State Fire Marshall.

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24. No person, persons or group shall fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of vehicles within district property and boundaries. In addition, no person, persons or group shall operate motorized vehicles in or on ball fields or other field areas without permission of the Northern Humboldt Union High School District or its designee(s), and then only in specified, designated areas.

25. No person(s) or group(s) shall trespass upon any area where prohibited by legible sign or authorization.

26. No person(s) or group(s) shall dump, deposit, or leave any trash, except in proper receptacles, on any site or campus or building.

27. No person(s) or group(s) shall use vulgarity or conduct themselves in such a manner as to be deemed inappropriate by State and local laws and ordinances.

28. No person(s) or group(s) shall ride, lead, or otherwise have horses on any site or campus of the Northern Humboldt Union High School District without permission of the district and/or its designee(s).

29. No person(s) or group(s) shall have dogs on any site or campus of the Northern Humboldt Union High School District without permission of the district and or its designee(s). All dogs permitted on sites and campuses of the district must be on a leash.

30. The Superintendent and/or Board of Trustees shall have the right to revoke permission for use of a school facility at any time when it is deemed in the best interest of the Northern Humboldt Union High School District.