

## USE OF SCHOOL FACILITIES

The Governing Board recognizes that district facilities and grounds are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities, and is subject to District policies and regulations.

1. Public, literary, scientific, recreational, educational, or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization which has no suitable meeting place for the conduct of the services.
4. Child care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct Board members by public agencies. (E.C. 40041)
6. Supervised recreational activities
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. (E.C. 40041.5)
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization. *A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)*
10. Other purposes deemed appropriate by the Board. (E.C. 40041)

The district may grant the use of school facilities on those days on which the public school is closed. (E.C. 37220)

**To Apply:** Applications for use of school facilities are available at the District Office Reception desk. Applications must be filed at least one week prior to the event/meeting.

**Insurance:** Approval of an application for civic center use is subject to the provision of current general liability insurance coverage on behalf of the group, organization or individual of at least \$1,000,000. A Certificate of Insurance, naming Magnolia School District and its Governing Board as additional insured must be provided prior to approval.

**Fees:** Fees for use of school facilities shall be charged in accordance with the following classifications:

**Free Use** – There is no fee for the use of school facilities or grounds for activities of non-profit organizations or associations which promote youth and school activities, unless the group requests to use facilities at a time when custodial services are not available. In this case, the District may charge a fee equal to the direct and indirect costs of those services. These groups include, but are not limited to:

1. Girl Scouts, Boy Scouts, Camp Fire, Little League, etc.
2. Parent-teacher associations
3. School/community advisory councils

**Fair Rental Value** – Activities other than those specified for free use shall be charged a fee not to exceed direct and indirect costs to the District and must be paid in advance of the event/meeting.

**Personnel Costs:** Will be charged to any organization or individual using school facilities at a time not normally staffed by District personnel (i.e. Custodian or Food Service), for a minimum of 2 hours.

**Kitchen Facilities:** A food service employee must be present when kitchen facilities are requested for any reason. Any organization or person requesting use of kitchen facilities will be charged a minimum of 2 hours for personnel cost, as a direct cost.

**Facilities and grounds must be left clean by the organization or person using the school site, or additional fees may be charged.**

**School Fields:** It is the intention of the District that field use priority is given to organizations that serve Magnolia elementary students in the West Anaheim area. Field use is available to grades K – 6<sup>th</sup>.

Key deposit is required for each site of \$100. Key to be returned at the end of the season. Refund of deposit will be made after key is returned.

Contact person name and phone# must be provided for each site in use.

User groups shall have sufficient adult sponsorship and adult supervision while using district facilities to ensure adequate control and safety of minors.

District facilities must be left in the same condition as they existed prior to the permitted use. User groups are required to clean-up after themselves, including removal of trash from the premises.

No product, including but not limited to food or drink shall be advertised or offered for sale on school premises.

Port-a-Potties are required for any weekend event over 4 hrs, at the expense of the applicant/organization, and must be removed from school premises no later than 9:00 a.m. on Monday, after weekend use.

No equipment can be left/stored on site (i.e. soccer goals, etc.).

**Damages:** Groups or persons using school facilities shall be liable for any damages to property caused by their use of school facilities or grounds. The organization or individual will be charged the amount necessary to repair any damages. Further use of school facilities may be denied to the responsible party.

**Reference:** California Education Code (E.C.) 38131; Board Policy 1330

**The possession or use of tobacco products, narcotics, alcoholic beverages or any other restricted substance on district property is prohibited.**

**MAGNOLIA SCHOOL DISTRICT**  
...A GREAT PLACE TO MAKE A DIFFERENCE!