

PROCEDURES GOVERNING USE OF HEMET USD FACILITIES

Article 2, Chapter 6 of the California State Law permits the governing board of a school district to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings. Under the law, the governing board establishes such terms and conditions of usage as it deems proper. (E.C. 40040-40058)

Any group or person desiring the use of school facilities or equipment shall check directly with the facility that will be used. The District form shall then be completed indicating the date, time, purpose and the nature of the meeting, including the signed verification by school personnel. The completed and verified form shall be sent to the District Administrator for approval. One copy will be returned to the applicant after approval.

The time of application must be at least ten days before the event.

Athletic facilities will not be approved for less than ten (10) persons.

Cancellations should be made in writing and in ample time to notify custodians and other support personnel.

RULES AND REGULATIONS

1. School use of all facilities has first consideration and all permits are revocable at any time.
2. Use of timing & audio systems, scoreboards, spots, dimmer boards, etc., must be arranged with and operated by qualified district staff @ the current hourly overtime rate. The service or sale of food or refreshments will not be permitted on school property or in school facilities except in the school cafeterias.
3. Use of cafeteria kitchens must be arranged with the director of Food Services well in advance of the meeting date and operated by kitchen staff @ the current hourly overtime rate.
4. Use of religious services must be in accordance with the following rules:
 - a. A direct cost rental will be charged by the school district.
 - b. Religious organizations may use school facilities in accordance with E.C. 40040 and 39379
 - c. The letting of the property may not encompass time immediately preceding, during, or immediately following formal class instruction.
5. Use for dances must be in accordance with the following rules:
 - a. The activity must terminate and the school vacated prior to 12 midnight.
 - b. At least one adult whose primary concern is supervision must be present for each 100 people.
 - c. No alcoholic beverages are permitted on or near the school grounds. (Business & Professional Code 25608)
 - d. Decorations and other refuse must be removed at the conclusion of the activity.
 - e. A police permit must be obtained whenever admission is charged.
 - f. In addition to item b., at least one police officer must be hired whenever more than 100 people will be present. The total number of police officers needed to be determined by the police department.
6. Responsible adult supervision must be provided by the organization whenever minors are present. In the use of the gym, shower and locker areas, each separate facility must be supervised during the entire time it is being used.
7. Damages resulting from use by the outside group will be billed to the sponsoring organization.
8. **Insurance Requirements:** Applicant/User agrees to be solely responsible for any and all liability, claims, loss, demands, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its uses of District's facilities. Applicant/User agrees to defend, indemnify and hold harmless District, its officers, agents, employees, and causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by District as a party indemnified hereunder. The District must be named as additional insured on the Applicants/Users insurance policy. (\$1 million minimum, \$3 million general aggregate) A binder must be provided to the District with the use of facilities form along with a copy of the entire policy.
9. No storage is available and equipment owned by individuals or organizations must be removed after each use of the facility.
10. A representative of the school district shall be present on school property whenever an authorized activity is taking place. The designated representative shall have the responsibility to see that all rules, regulations and laws are adhered to by the group using the school facilities, and that violations are reported to the Business Office of the school district. Exceptions may be granted with the approval of the District Superintendent or his designee.
11. Beverages and food are not permitted in the gyms, theaters, or related facilities.
12. Alcohol is prohibited on any district property.
13. The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, and on district property. The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and any other vapor-emitting devices, with or without nicotine content.

All approvals terminate June 30 of the fiscal year, if not so specified at an earlier date

Minimum charge - 2 hours usage, 2 hours labor.

Rental fees must be paid in advance - contact Business Services Office for further information at 951-765-5100 ext 5001