



General Rules on Facility Use

Violation of any Rules or Terms by an individual or organization during occupancy may be subject to additional charges and/or shall be sufficient cause for denying future use of the school facilities to the organization.

GENERAL RULES

1. User groups are required to comply with CVUSD [Board Policy 1330](#) and [Administrative Regulation 1330](#).
2. Pursuant to “The Civic Center Act”, the District is authorized to issue permits to groups who qualify for the use of school property during non-school hours. All applications are to be completed through Facilitron at least 14 days prior to the date the facility is requested to be used. Applications will be denied if past history of use by organization or similar use has resulted in violation of District rules, inconvenience for school use, unpaid District invoices, repeated cancellations, and/or unpaid costs for damages.
3. Facility users seeking rental of the school premises must designate an authorized individual who shall be held responsible for signing the application and assuming liability on behalf the group or organization.
4. A certificate of insurance with a minimum amount of \$1 million per occurrence and \$2 million aggregate and an additional insured endorsement naming the District as additional insured for all reservations. Insurance is available for purchase through the Facilitron portal during reservation.
5. A permit may be cancelled whenever a need for the facilities arises even after issuance of a permit. No use shall be inconsistent with the use of the buildings or grounds for school purposes or interfere with the regular conduct of school operations..
6. All requests are to be submitted for specific facilities and for specific times.
7. Submission portal for July 1 through December 31 shall open on May 15, and on November 15 for reservations for January 1 through June 30.
8. A two-hour minimum is required all facilities.
9. The District may assign a custodian or other representative to open and close the buildings and grounds; and who shall have the authority to enforce rules and regulations, and prevent disturbances. School facilities shall be under the direct charge of the custodian or representative assigned. Custodians and representatives shall be treated with respect and dignity and shall have on site final say regarding the facilities and use thereof.
10. It shall be the responsibility of the organization to see that authorized portions of the buildings are not disturbed, and that the premises are vacated as scheduled on the permit.
11. Permits are non-transferable and subletting is strictly prohibited.
12. Payment of fees is required 7 days prior to the use of facilities. Any fees incurred above and beyond the estimated fees are due net 30 days. Failure to pay in a timely manner will result in denial of future use and potential referral to collection agency. Cancellations require at least seven business days’ notice to avoid paying \$25 cancellation fee. Five or more missed or cancelled reservations without the 7-day notice in a cycle may result in denial of future use for the user group.

13. The applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
14. The District may require as a condition of approval that the applicant furnish adequate security officers.
15. No group, regardless of its character, may monopolize the use of the school property, or interfere with the educational program of the school.
16. Use of the facilities may be reserved only outside of regular school hours. Facilities shall not be used later than 8:00 pm for elementary sites, 9:00 pm for middle school sites, and 10:00 pm for high school sites Monday through Friday. Weekend hours cannot start earlier than 8:00 a.m. and must conclude activities by 10:00 p.m. or as long as custodial services are reserved and available
17. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the designated individual response for the group or organization to ensure that any unauthorized portions of the school site are not used by its attendees.
18. All parking associated with use shall be in compliance with legal parking designations. All vehicles must park in lined stalls and shall not park curbside.
19. For sanitary and security reasons, kitchens are not typically available. If use is granted, a member of the District cafeteria staff must be present unless waived by the Director of Child Nutrition. Use of any District equipment requires prior request during the application process. (additional charges may apply).
20. Immediately following the opening of any meeting, a statement shall be read informing those in attendance that the Board of Education is not sponsoring the meeting and is neither approving or disapproving what is to be said at the meeting and informing them as to the nature of the organization holding the meeting and the purpose for which the meeting is held.
21. No signs shall be placed on District property without express written consent of CVUSD.
22. No money shall be paid to any school employee in the form of a tip or gratuity.
23. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision. Those in charge of any activity must hold themselves at all times responsible for the supervision of all present, both participants and others attracted to the activity, so that no one will be acting in an unsafe manner or in a manner that will cause damage to school facilities.
24. The use of profane language, the possession or use of intoxicating liquor, drugs, tobacco, vaping devices, quarreling, or fighting, the carrying of weapons, betting or any form of gambling, are prohibited on school property. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of school facilities.
25. All school property shall be left in the same order, condition, and degree of cleanliness as existed at the time of entry. All lights must be turned off when leaving and all doors locked and secured. Any organization or group using school facilities shall reimburse the District the actual cost of repair or replacement due to any damage to facilities or equipment associated with the use of the facilities.
26. No activity shall be conducted which constitutes a violation of any federal, state, or local law.

FIRE & SAFETY

1. At no time shall there be more persons admitted to the auditoriums, theaters, or other rooms than the legal seating capacity will accommodate.

2. Flammable decorations, including stage scenery shall be fire resistant or flame proofed in accordance with the State Health and Safety Code.
3. No device, including candles, which produces flame, sparks, smoke, or explosions shall be used in the auditoriums, theaters or other rooms.
4. No Smoking, vaping, or other use of tobacco shall be permitted on the premises.
5. The user at all times during the use and occupancy of the premises shall comply with all ordinances, laws and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinance, and regulations. User agrees to enforce no smoking rules/laws.

FIELD USE

1. All groups are responsible to assure that their participants and spectators respect the privacy of residents adjacent to facilities and play fields. Activities of any type that disturb or cause extreme annoyance to neighbors are prohibited.
2. Exterior sound amplification is not allowed by outside users, unless previously approved by the District. No structures may be erected, placed or assembled on school premises nor may any electrical, mechanical, or other equipment be brought thereon unless previously authorized in writing.
3. No alterations or physical changes shall be permitted in or on any facility including building, playing fields, or equipment without prior written authorization from the District.
4. No pesticides, herbicides or rodenticides of any type should be applied to, or used on district premises without prior written approval from the District.
5. Playfields may not be used for practice or games following 24 hours after heavy rains.
6. No climbing on fences, backstops, or buildings. Backstops shall not be moved.
7. No tampering with irrigation systems and no playing on areas scheduled for watering.
8. Portable lights are prohibited from use on all district facilities, unless previously approved in writing by the District.
9. Portable toilets may be permitted on a site-by-site basis with prior written approval by the District. The school principal or designee will determine the location. Approved users will pay for the rental and maintenance of the toilet, coordinate the cleaning schedule, and provide a lock for security. It must be secured to an immovable object, cleaned regularly and be removed immediately following the last game of the season or within 48 hours of request by the District. If vandalized, it must be dealt with and the correction made that day or by the following day if reported after 12 noon. Users shall be liable for any injury or loss including during delivery and pickup of units.
10. Prohibited on school property: animals (with the exception of active service dogs), firearms, pellet guns, BB guns, sling shots, archery, discus, javelin, shot put, roller hockey, riding of scooters, go-carts, motor scooters, bicycles and skateboards (except for riding to and from school), unauthorized automobiles, running of model and miniature cars or model planes and rockets, drones, skating, horseback riding, and hitting of golf balls.

AUDITORIUMS/MULTI-PURPOSE ROOMS/STAGES/GYMNASIUMS

1. Use of the auditorium/theatre stage, multi-purpose rooms and TV Studio shall only be permitted if included in the Use Permit.
2. Sound/light systems and stage controls shall only be operated by a designated District representative. (additional charges apply)

3. Footwear appropriate for the facility shall be worn at all times. Athletic shoes only when participating in sports. No hard soled shoes allowed on the gymnasium floor while participating in sporting events.
4. Children will not be in the multi-purpose room/gymnasium without designated adult supervision.
5. The stairs must be used to access the stage. Jumping from, climbing or sitting on the edge of the stage is not allowed.
6. Stage productions may require the use of assigned staff. (additional charges may apply)
7. Only approved tape may be used on the walls and other surfaces.
8. No food or drink is allowed except water.
9. No sitting or climbing on bleachers when retracted.
10. No bouncing balls off the gymnasium or exterior walls.
11. No hockey or baseball equipment allowed.
12. No school furniture or equipment shall be moved or displaced without prior approval.
13. No decorations, scenery sets, or lighting are to be nailed to floors, walls, or ceiling. No preparations of any kind shall be used on school floors by groups using the buildings.
14. All trash including water bottles, and clothing must be picked up and disposed properly before leaving each day of the reservation.

TRACK AND TURF

1. No gum or seeds.
2. No food, including candy.
3. No drinks, except water and/or sports' drinks.
4. No glass.
5. No stakes, including to keep tents down.
6. No chairs.
7. No confetti, silly string, or other celebration items.
8. All staging and/or tables must be on a mat or plywood.
9. Teams must access the turf using rubber pathways only.
10. No markers or paint of any kind.
11. No sticky tape of any kind.
12. Cheer boxes must have a mat or be covered with carpet material on the bottom.
13. Track shoes must have 3/16" or less spikes.
14. Obey all posted signs.
15. No vehicles on track or turf.
16. Use of press box and AV equipment shall only be permitted a with prior written approval from the District. (additional charges may apply)