



Use of Facilities **Terms & Conditions**

Civic Center:

Subject to district policies and regulation, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes:

- Public, literary, scientific, recreational, educational, or public agency meetings.
- The discussion of matters of general or public interest.
- Childcare programs that provide supervision and activities for children of preschool and elementary school age.
- 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 services in accordance with district procedures.
- Applications are to be submitted and are subject to renewal at 12 month intervals.
- Supervised recreational activities.
- The administration of exams for the selection of personnel or the instruction of precinct board members by public agencies.
- Mass care and welfare shelters during natural disasters or other emergencies affecting the public health and welfare.
- Other purposes deemed appropriate by the Board of Education.

Labor and Administration Costs:

SMUSD requires staff to be present to provide assistance in the setup and takedown of furniture and equipment, as well as any cleanup required from the use of its facilities to ensure the site is returned to its original state. Additionally, the staff performs a supervisory role for the duration of the event. It should be noted that in accordance with negotiated labor agreements, SMUSD may have to pay guaranteed hourly minimums to personnel and, as a result, may impose additional overtime charges. These charges will include the required amounts of set up time before the event and the cleanup time following the event. SMUSD will evaluate the circumstances of each facility request when imposing overtime charges.



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Limitations:

Any use of school facilities shall be subject to any limitations that may be necessary to reduce the risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. School facilities or grounds shall not be used for any of the following activities: Any organization, group or individual that illegally discriminates on the basis of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, ethnic group identification, age, religion, marital status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or immigration status identified in Education Code 200 or 220, Government Code 11135 or Penal Code 422.55, or based on association with a person or group with one or more of these actual or perceived characteristics.



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Requirements:

Violation of these requirements will result in immediate suspension from using District facilities.

1. Groups are not permitted to enter the facilities before requested start time, and may not remain in the facilities past their scheduled end time.
2. A valid Civic Center permit is required for use of ALL District facilities and must be available for review by SMUSD staff at all times.
3. Payments must be made online, through Facilitron, at least 72 hours prior to the first scheduled use of the facility. If payment is not received the permit will be canceled.
4. Facility users shall ensure that their guests do not engage in: profane language, fighting or other disorderly or inappropriate conduct.
5. Food trucks are required to obtain a separate, individual Civic Center permit and provide all required certificates of insurance and Health Permits.
6. Facility users are responsible for placing trash in trash receptacles. Any clean-up of excessive trash left behind will be billed to the registered group.
7. The facility must be left in the condition it was found. Any repairs required due to damage caused during facility use will be billed to the registered group and may even be suspended from future use of facilities.
8. A group using a theater or stage may not disturb, move or change any of the existing equipment except with the permission, and under the supervision of the stage manager, tech assistant or other district employee at the facility.
9. Playing on wet "natural turf" is not permitted.
10. Notify Maintenance & Operations immediately of any hazardous conditions found on fields by calling (760) 290-2640.
11. No structures may be erected or assembled on District facilities. No storage of equipment is permitted.
12. The Board and/or its agents reserve the right to suspend or prohibit any use of facilities regardless of prior approval.



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Restrictions:

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
 2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or schoolwork.
 3. Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted intoxicating substances, including tobacco use, on school property.
 4. Any profane language, quarreling, fighting or gambling on or about the school building or premises.
 5. Any use of restroom facilities except as designated by the District.
 6. Any use before 8:00am or past 9:00 pm except for the theater or stadium use which may not go past 11:00pm.
 7. Any overnight use by an individual or group.
 8. Any pyrotechnic devices, smoke/fog machines or open flames.
 9. Any animals except service animals as authorized under the Americans with Disabilities Act for disabled persons.
 10. Use of athletic fields during adverse weather that might cause damage to the fields and/or unsafe playing conditions.
 11. Groups must observe ordinary rules of cleanliness and shall not leave any facility littered with paper or trash. If facilities are left littered or unsanitary, the using organization will be invoiced for the cost necessary to clean the facility.
- The district reserves the right to close facilities for maintenance, reseeding and/or rehabilitation at any time. Permits issued during necessary maintenance will be canceled; Civic Center is not required to provide alternate facilities.
 - The District reserves the right to exclude certain school facilities from non-school use for safety or security concerns.



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Synthetic Turf and Rubberized Track

- Groups using synthetic turf fields and rubberized track must follow all stadium rules. Failure to comply with these rules and regulations shall result in immediate suspension from use of the stadium.
- Team credentials must match the group name on the permit issued. Credentials and permits must be on-site at all times during field use.
- Equipment failure will not result in an automatic refund, however, is reviewable on a case by case basis.

Rules:

1. No animals (except to assist persons with disabilities)
2. Soccer goals must have turf wheels attached
3. No motor vehicles allowed
4. No chairs, tables or canopies
5. No food or drink, except water
6. No sunflower seeds or gum allowed
7. No tobacco products allowed
8. No golfing, shot putting, javelin or discus throwing
9. No metal cleats may be worn on the field-only formed rubber cleats allowed
10. No painting, chalking or other adhesive materials are to be placed on the field
11. No stakes, spikes or other pointed materials may be used for anchoring anything on the field or track surfaces
12. No confetti or streamers
13. Fields may be closed at any time

Failure to comply with these rules will result in immediate cancellation of permit.