

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES



JEFFERSON SCHOOL DISTRICT

Community Use of School Facilities

Rules and Regulations

INTENT: School facilities are available for community use when such use does not interfere with the educational process.

RESTRICTIONS: No use by an individual or group for the commission of any crime or any act prohibited by law; no use shall constitute a monopoly for benefit of any person or organization; no use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school; no application on file for longer than one year; and applications are renewable and revocable.

APPLICATION: Applications are to be completed by a responsible adult and, in the case of an organization, the party shall be an officer or a person duly appointed by the organization to make such an application. **All applicable application forms must be completed, legible, signed and dated to be considered.** An additional page can be attached with the requested dates/times for on-going use. All school related activities shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first-served basis. The school principal is authorized to designate the areas at his/her school site which are available and suitable for the use requested. The Facilities Coordinator will coordinate with school site for requested use; no person or organization should make arrangements for facilities with the site directly. All facility use applications must be submitted to the Facilities Coordinator, who will coordinate, approve/deny, arrange custodian, calculate fees, issue invoices and collect payments. The District's Fiscal Year runs from July-June. All Facilities Users need to reapply for facilities use at the beginning of the new fiscal year.

HOURS OF USE: Monday – Friday, facility users **MUST** conclude their event **NO LATER** than 8:00pm – to ensure the custodian can complete the closing tasks of the school site on time. Weekend hours are flexible and are subject to an opening/closing charge.

FEES: Unless prior permission is granted, payment for use of facilities will be collected upon approval from the District Office. Fees will be determined by tier and will include rental, staffing and energy costs. Full payment of fees shall be received no later than one week prior to event. You will be charged based on “scheduled” use, unless changes, additions or deletions are made well prior to the date of use. If you schedule a facility and then decide last minute not to hold your event or do not use it for the entire time scheduled, you will still be charged as appropriate (scheduled).

PAYMENTS / RETURNED CHECKS: Payment is to be made to Jefferson School District, Student Services, Attn: Facilities Coordinator, 1219 Whispering Wind Dr., Tracy, CA 95377. **Any returned checks are subject to a \$25.00 processing fee.** In the event of a returned check, repayment will need to be reissued by cash, money order or certified check.

RULES OF CONDUCT: Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent or contrary to the best interest of the community is classified as unreasonable. ***SMOKING (including E-Cigarettes or vapor cigarettes), TOBACCO PRODUCTS, ALCOHOL, AND DRUGS ARE STRICTLY PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. No open flame or flammable materials of any kind allowed inside or outside any building or structure.*** Organizations or groups using school facilities under the provisions of Board policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair any damages and may deny the organization further use of the school facilities.

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CERTIFICATE OF INSURANCE: ALL USERS are required to have a current **Certificate of Insurance with an Additional Insured Endorsement** at the time of use. The Certificate of Insurance must include all of the following:

1. Name of insured (must match name on Facility Use Application).
2. School location- school name and address
3. Date (s) of rental. For occasional use, list specific dates. For continual use, list start date and end date.

CUSTODIAN: A district custodian may/may not be on site at all times during your use. In most cases, a custodian will open and close the facilities according to the scheduled time indicated on your application. All users are responsible to set up, clean up and return the facility to the manner in which it presented upon your arrival. The District does not provide custodial assistance to set up or clean up following your event.

USE OF DISTRICT FURNITURE AND EQUIPMENT: Any special arrangements must be communicated and approved prior to your event (i.e. food, equipment, chairs, etc.) No food or drinks in the facilities without prior approval of the district. When use of facilities includes use of district furniture or equipment, the user shall inspect such furniture and equipment prior to use to ensure the safety of user participants. Play structures are not included in any facility use and are prohibited from being used by any group at any time.

TRACK: No molded or metal spikes/cleats or starting blocks are allowed on the tracks.

DAMAGE / SECURITY DEPOSIT: A damage / security deposit of \$500.00 will be charged to any outside user prior to use of facilities. This is a refundable deposit and will be refunded after the use provided no damage occurs and all other fees have been paid. The applicant agrees to reimburse Jefferson School District for all costs incurred in repairing damages, including but not limited to, the facility, furnishings, fixtures, grounds and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses will be in addition to the security deposit.

CANCELLATIONS: All cancellations need to be made, in writing, at least 72 hours in advance to be eligible for a full refund of paid fees; excluding the \$39.00 Administrative Fee which is non-refundable.

MAXIMUM ATTENDANCE: The number of people present, at any activity, shall not exceed the posted occupancy for the room(s) used. This is a FIRE REGULATION.

We are glad to be able to provide our facilities to users in the community. We are always here to help promote the education, health and wellbeing of our youth and the positive movements of the community as a whole. If you have any questions, please feel free to call Kellie Morgan at (209) 836-3388 or by e-mail at kmorgan@sjcoe.net

Completed applications, insurance information and deposit/payment can be directed to:

**Jefferson School District
Student Services
c/o Facilities Coordinator
1219 Whispering Wind Dr.
Tracy, CA 95377**