

Dixon Unified School District Policy on Use of School Facilities

Applications available at the District office and school sites

Use of School Facilities

The Dixon Unified School District Governing Board recognizes that district facilities 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.

All school-related activities (clubs, class events, etc.) 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 Board authorizes the use of school facilities by nonprofit organizations, clubs or associations organized to promote youth and school activities when an alternative location is not available to them. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire etc., youth groups, parent-teacher associations, and school-community advisory councils. **These groups shall be charged the district's direct costs for all such use.**

Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least the district's direct costs.

Fair Rental Value

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.

2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.

3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of schoolwork.

Any persons applying for the use of school property on behalf of any society, group or organization shall have authorization from the group to make the application.

Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization does not intend to use school premises to commit unlawful acts.

All groups using district facilities shall pay at least the district's direct costs as defined in the Education Code.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 38131, 38132)

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

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

6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination

7. A community youth center

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

9. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities 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 of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work;

3. Any use which is discriminatory in the legal sense;

4. Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted substances on school property.

For safety or security reasons the following facilities are excluded from public use:

1. Offices or computer rooms containing records and confidential information;

2. Science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills.

Damage and Liability

Groups or persons using school facilities shall be liable for any property damage caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities.

The Superintendent or designee shall require an Application & Permit for Use of School Facilities, a Certificate of Insurance, and an appropriate Hold Harmless & Indemnification Agreement from all user groups: except groups that promote youth and school activities, pursuant to the Education Code, shall not be required to sign the Hold Harmless & Indemnification Agreement.

Any non-profit group that promotes youth and school activities shall be liable for any losses or injuries resulting from its negligence during such use, and shall bear the cost of insuring against this risk and defending against all claims arising from this risk.

All other groups using district facilities shall agree to defend, indemnify and hold harmless the district, its board, officers, employees and agents for any and all losses, claims or injuries that may occur for any reason during such use, regardless of cause.

These groups shall sign the supplemental Hold Harmless & Indemnification Agreement (E 1330.2) for athletic activities or if the facility being used or the nature of the activity is deemed by the district to be "high risk" for any reason.

Groups other than those that promote youth and school activities may be required to include the district as additional insured on their liability policies.