

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
ALPINE COUNTY OFFICE OF EDUCATION  
BUSINESS SERVICES  
43 HAWKSIDE DRIVE  
MARILEEVILLE, CA 96120-9522

## FACILITY USE APPLICATION REQUIREMENTS AND PROCEDURES

*Important: Read and fill out this application completely*

**The application form and all other required documentation must be submitted to the appropriate site at least fifteen (15) working days prior to use of facilities.**

\_\_\_\_ Initial **REQUIREMENTS:**

1. Facility Use Application Requirements and Procedures
2. Application and Agreement for the Use of Facilities form
3. Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter or non-profit certificate)
4. Certificate of Insurance showing: Alpine County Unified School District, Alpine County Office of Education, their Board, Officers, agents, employees and volunteers are named as additional insured

\_\_\_\_ Initial **CANCELLATION POLICY:** Cancellation of reservations must be received in writing not less than 7 calendar days prior to use in order to receive a refund or credit for the dates cancelled (non-refundable application fee will not be included in refund)

\_\_\_\_ Initial **REFUND POLICY:** Refunds are permitted if the cancellation policy is followed and after all ACUSD / ACOE charges are paid.

\_\_\_\_ Initial **SNOW DAYS:** Snow days will be credited to the user or rescheduled at no charge, ***if possible, at the discretion of site staff.*** Facilities cannot be “held” at no charge to cover the possibility of snow dates.

### Application Procedures

**APPLICATION PROCEDURES** are designed to assist groups desiring to use school facilities for approved activities while preserving order in school buildings and on school grounds, protecting school facilities, and ensuring that use of facilities/grounds does not conflict with their use for school purposes or interfere with the regular conduct of school work and activities.

**ANY PERSON APPLYING FOR USE OF SCHOOL PROPERTY ON BEHALF OF ANY SOCIETY, GROUP, OR ORGANIZATION *MUST PRESENT WRITTEN AUTHORIZATION FROM THE GROUP MAKING THE APPLICATION.***

**THE SCHOOL PRINCIPAL IS RESPONSIBLE FOR SCHEDULING** facility use, subject to availability and conformance to district policies and procedures. Principal is not approving use – only availability.

**IN GRANTING PERMISSION** for use of facilities, the district shall consider the impact on the surrounding neighborhood and may include conditions that minimize neighborhood impact.

**WHILE SCHOOL FIELDS** and other outdoor facilities are generally open to all citizens, only groups with an approved use permit have exclusive and reserved use of school property. *All organized groups, teams, or activities are required to obtain approval for facility use.*

**CANCELLATION POLICY:** Cancellation of reservations must be received ***in writing not less than 7 calendar days prior*** to earliest date cancelled in order to receive a refund or credit for the dates cancelled.

**REFUND POLICY:** Refunds are permitted if the cancellation policy is followed and after all ACUSD / ACOE charges are paid.

**SNOW DAYS:** Snow days will be credited to the user or rescheduled at no charge, ***if possible, at the discretion of site staff.*** Facilities cannot be “held” at no charge to cover the possibility of snow dates.

**SNOW REMOVAL AGREEMENT:** ***The District or COE does not guarantee that snow removal is always available. Call 694-2495 x218 (DVS), 694-1148 (TLC), or 753-2880 (BVS) for confirmation.*** Snow removal arrangements must be made prior to the event and charges will apply. ***Please follow the proper cancellation procedures to avoid possible snow charges.***

**NON-PROFIT groups** must be registered with the California Secretary of State as a non-profit organization. **A copy of the non-profit certificate (State Charity Registration) or IRS tax determination letter must be provided.**

**INSURANCE REQUIREMENTS:** All organizations or individuals requesting use of district facilities shall provide verification of liability insurance prior to using those facilities. A certificate of liability insurance naming the Alpine County Unified School District, Alpine County Office of Education, their Boards, Officers, agents, employees and volunteers are named as additional insured.

### **Restrictions**

#### **School facilities will not be used:**

- By any individual or group for the commission of a crime, for the commission of any act intended to further any program or movement in the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence, or other unlawful means (Education Code Section 38135), or any act prohibited by law.
- For any activity that conflicts with their use for school purposes or which interferes with the regular conduct of school activities (Education Code Section 38133(c)).
- For any activity that unlawfully discriminates against an individual or group of individuals.
- **For any activity that involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use on school property.**
- For any activity that may violate the canons of good morals, manners, or taste, or be injurious to persons, buildings, grounds, or equipment.

**I have read: Initial \_\_\_\_\_**

**THE USE OF DISTRICT OR COE FACILITIES FOR FEE-BASED ACTIVITIES** such as tutoring, private music lessons, athletic coaching, or other commercial activities, whether for District or COE students or others, requires an approved Facility Use Application, Application and Agreement for the Use of Facilities form, evidence of insurance, and payment of facility use fees. This applies to coaches and other employees of the district as well as outside parties. ***Individuals coming onto school property to work with students are subject to fingerprinting requirements.***

***Use of school facilities should not result in costs to the district.*** A refundable security deposit may be required for use of district facilities and equipment. No staff member has the authority to authorize free use of district facilities without a Facility Use Application and Agreement form approved by the facility's principal and Superintendent or Business Manager.

**GROUPS OR PERSONS USING SCHOOL FACILITIES ARE LIABLE** for any **property damages** caused by the activity or its participants. The Board may charge the amount necessary to repair the damages and may deny the group/person further use of school facilities. Certain facilities (such as offices, bus barn, administrative annex, and science labs) are excluded from community use for safety, security, or liability reasons. **No food or beverage other than bottled water is allowed in any facility unless approved in advance as part of the original application.**

**COMMUNITY USE OF INDOOR DISTRICT OR COE FACILITIES SHALL REQUIRE THE PRESENCE OF AUTHORIZED DISTRICT OR COE PERSONNEL** on site and the facility user will be responsible for any wages associated with this requirement. **Conditional waivers may be requested (by submitting a written request with application forms) and will be considered on a case-by-case basis.** A District or COE employee generally will not be required for use of outdoor school grounds.

**DISTRICT OR COE STAFF MUST BE PRESENT TO OPERATE SPECIALIZED EQUIPMENT AND FACILITIES;** includes but not limited to computer lab and kitchen.

**USER GROUPS WILL BE CHARGED FOR THE COST** of any set-up, take-down, field marking, or other **special preparations** provided by district or COE staff. Prior approval is required for a community group to line fields.

**ALL FACILITY USE APPLICATION AND AGREEMENTS**, including athletic fields, **must include provisions for the use of restroom facilities.** A fee will be charged for restroom access if needed.

**NO ADVERTIZING OF EVENT** prior to Business Office (not school site) approval.

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