

MANZANITA ELEMENTARY SCHOOL DISTRICT

627 E. Evans Reimer Road, Gridley, CA 95948
(530) 846-5594 FAX#: (530) 846-4084

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization _____

Person in Charge at Event _____ Day Telephone _____

Address _____ Cell Phone _____ Fax _____

Facility Requested _____ Approx # Involved: Children _____ Adults _____

Date(s) Requested _____ Time(s) _____

Nature of activity or meeting _____

Equipment needed _____ Authorized: Yes No

Special Setup Required _____

Certificate of Insurance Attached Yes No _____ (Required before approval)

Additional Comments _____

RULES AND REGULATIONS

1. The undersigned has received, read, and agrees to abide by regulations in the Manzanita Facilities Use Handout.
2. Facilities must be supervised by a responsible adult who is twenty-one years or older during the entire period of use.
3. Enforcement of rules is the responsibility of the adult in charge, for all activities inside and outside of the building.
4. Tobacco smoking, chewing and/or alcoholic beverages are not permitted on campus.
5. The serving of food or drinks indoors is restricted to the cafeteria and only if approved in advance.
6. Use is confined to the area(s) named and approved on this application with appropriate lavatory facilities.
7. School equipment will not be used unless specifically requested and approved on this application.
8. The using group assumes financial responsibility for all damages and any custodial and/or cafeteria services required.
9. The using group will return the facility to its original arrangement and condition before leaving.
10. Gym Use:
 - a. Only clean tennis shoes on court.
 - b. Shoes leaving marks on gym floor are not considered "clean".
 - c. Playing on the court barefoot or with socks is not permitted and is a liability/health safety concern
 - d. Sweep floor when done playing.
Use the dust pan and throw garbage in trash can.
Hang up dust mop, dust pan and broom up in the custodial closet.
11. Lock all doors and turn off lights before leaving. If a custodian is on duty, notify him when you leave.
12. Return school key(s) the next school day following facility use.

OFFICE USE ONLY

Keys Needed: Yes No Staffing for Equipment Needed: Yes No

Custodian Needed: Yes No Cafeteria Worker Needed: Yes No

(OVER)

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USE OF FACILITIES INFORMATION SHEET

The 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 (cf. 6145.5).

All Manzanita Elementary School-related activities (clubs, class events etc.) shall be given priority in the use of facilities. Thereafter, the use of facilities shall be on a first-come, first-served basis.

The Board authorizes the use of school facilities without charge by nonprofit organizations, and clubs or associations organized to promote youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., 4H, parent-teacher associations, and school-community advisory councils.

Other groups requesting the use of school facilities shall be charged at least direct costs. 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 (EC 38134).

TYPES OF ACTIVITIES PROHIBITED

Manzanita Elementary 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 act prohibited by law.
2. Any use which involves the possession, consumption or sales of alcoholic beverages, or any restricted substances on school property, including the use of tobacco (cf. 3513.3).
3. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds, or equipment.
4. Activities professing any theory or doctrine subversive to the laws of the United States of America or any political group advocating governmental change by violence.
5. Commercial advertising.
6. 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.
7. Any use which is discriminatory in the legal sense (cf 0410).
8. Fund-raising campaigns, except as permitted by governing Board policy or special action of the governing Board.

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 (EC 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 on-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.

DUTIES OF SUPERINTENDENT

The Superintendent (or designee) shall maintain application procedures and regulations for the use of school facilities which (EC 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.
3. Ensure that the use of facilities or grounds is not inconsistent with school purposes and does not interfere with the regular conduct of school work.