

Use Of School Facilities

Rules and Regulations

Application for Use

The application process should be started as early as possible, but no later than 10 working days prior to the first date a school district facility is being requested. Application may be made by telephone to the Civic Center Office at the Department of Facilities Management and Planning. Persons applying for the use of school property on behalf of any society, group, or organization shall present written authorization from the group to make the application. If the facility is available, the Civic Center will process and confirm with the applicant. The applicant must sign the use agreement prior to use.

Certificate of Insurance

All applicants must include a certificate of insurance for \$1,000,000 listing FUSD as additionally insured. The applicant's signature also holds the Fresno Unified School District harmless during the rental period. Insurance can be purchased through the Civic Center office for a nominal cost.

Cancellation Procedures

A written notice of cancellation must be received by the Civic Center officer at least seven days before the event. If not, a cancellation fee of \$50.00 plus any district expenses will be charged.

Payment

Set-up and clean-up time is added to the actual activity time. Payment is due to the Civic Center Office in advance of the use unless other arrangements are approved.

FUSD Personnel on Duty

As employee of FUSD must be on duty whenever a school facility is utilized under this policy. Custodial, food service, and grounds personnel will be paid on an overtime basis beyond regular school hours or if they are required to provide services beyond their normal work schedules.

Prohibited Activities

The following activities are prohibited on school grounds unless prior written authorization has been obtained: animals, motorized vehicles or cycles, skateboards go-carts, rockets, powered airplane models and golf practice.

Alcohol and Controlled Substances

To possess, use, or be under the influence of any controlled substance as defined in Health and Safety Code 11053, an alcoholic beverage, or an intoxicant of any kind is prohibited on school district property.

Tobacco

The use of tobacco is prohibited in all district facilities and on all district property.

Food or Drink

No food or drink shall be consumed in any auditorium, gymnasium, or classroom (without written approval).

Clean up

It is the applicants responsibility to leave facilities as they found them - chairs and tables must be replaced, floors left free of debris and trash taken out to the dumpster. Your failure to do so will result in additional costs.

Precedence of School Functions

School functions will take precedence over previously scheduled meetings of outside organizations. In such cases, the organizations will be so notified by the Civic Center Office.

A copy of these rules and regulations along with a copy of the approved Facility Use Request form must be in the possession of the applicant during the time of use of FUSD facilities.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

Approved: November 26, 1991 Fresno, California

Revised: September 27, 2000

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