

**Subject: Facilities Use Policy**

**Effective Date: September 10, 2009**

**Approved By: Board of Directors**

**Policy:** The Julian Charter School (JCS) Governing Board may permit the public use of buildings leased and/or owned by the school, and may make such school property available for civic or public purposes as the Board deems reasonable. Facilities are available for outside use when the activity is consistent with the best interests of JCS and does not interfere with the regular conduct of the educational program. School facilities are provided primarily for the education of students and that use will always be given first priority.

The purpose for which such property is to be used must be legal.

The Executive Director is responsible for the coordination and interpretation of Board policies and ensures that appropriate procedures and fee schedules are established and maintained. Fees may be waived or adjusted by the Executive Director.

The Board shall reserve the right to cancel the use of any school property at any time.

Priority for the paid use of school facilities is on a first-come, first-served basis with each application reviewed on its merits. Any non JCS group requesting the use of school facilities must complete and submit the Facility Use Application form.

Priority for the use of facilities is as follows:

1. School and school-sponsored groups, clubs, and student body organizations
2. School-connected groups (e.g. parent groups, staff meetings)
3. Any other group

### **Terms and Conditions for the Use of School Facilities:**

1. The Executive Director or his/her designee determines the appropriateness of granting the use of the facility to the requesting group.
2. The Executive Director is authorized to insist upon appropriate security and supervision of all activities held in school facilities.
3. School keys must remain in the possession of authorized school employees. Buildings will be opened, attended, and closed by an authorized employee of JCS.
4. Groups using school facilities must assume all legal responsibilities and necessary costs resulting from its activities. The applicant must agree to hold Julian Charter School, its Governing Board, the individual members thereof, and all charter officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of or be caused in any way by the applicant's use of school facilities. The user must furnish proof of liability or other insurance for the protection of the public and the school. Certificate of Insurance must show coverage for property damage, liability and medical.

5. Groups using school facilities agree to accept full responsibility for damage or theft that occurs during their use of the building as a result of the actions of any member of their group and users are responsible for the condition in which they leave the facilities. Any breakage, damage, or loss of JCS property must be paid for by the applicant. Costs will be determined by the Executive Director and Chief Business Officer in cooperation with the building administrator. Failure to pay promptly for such damage is grounds for denial of future school facility use.
6. All uses of schools facilities shall be conducted in a manner designed to ensure the safety of those involved. All work and activities associated with such facility use shall be carried out with proper supervision, especially the supervision of students involved in any use of school facilities.
7. The individual or group requesting the use of school facilities shall be directly responsible for the behavior and discipline of persons using the facilities and/or attending activities under their sponsorship.
8. No alcoholic beverages in any form may be brought onto school property. Any person in possession of or under the influence of alcohol will be denied participation in any activity. Violation of this regulation is justification for immediate termination of the event.
9. Smoking or the use of tobacco products is not allowed on school property. This includes school buildings and grounds, even when school is not in session. Authorized agents for a group using school district property are responsible for enforcing this policy.
10. Decorations, electrical fixtures, electrical equipment, or any changes or modifications to existing school facilities are not permitted unless authorized in writing by the Director or his/her designee.
11. Use of the facilities is limited to the area specified in the Facilities Use Application form.
12. An approved application may be revoked with reasonable notice when school facilities are needed for school purposes.
13. User agrees not to discriminate against anyone on any basis pursuant to state and federal law.

## **Procedures:**

1. All requests for the use of school facilities must be made on a JCS Facilities Use Application form. This form may be requested from Julian Charter School.
2. All requests for the use of school facilities must be filed at least 10 days in advance of the anticipated use along with a Certificate of Insurance showing coverage for property damage, liability and medical.
3. All Facilities Use Application forms will be reviewed by the Executive Director who will recommend approval or denial of all such requests.
4. Rental Fees shall be paid by check/money order before the time of use, made payable to Julian Charter School.

Original Policy 06/09/06  
Revised Policy 09/10/09

**JULIAN CHARTER SCHOOL**

PO Box 1780 • Julian, California 92036

**APPLICATION AND PERMIT  
FOR THE USE OF JCS FACILITIES**

\_\_\_\_\_  
**Name of Organization** \_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Address** \_\_\_\_\_  
**Zip Code** \_\_\_\_\_  
**Contact Person**

**Location of Facility to be Used:** San Diego Learning Center \_\_\_\_\_ San Diego Academy \_\_\_\_\_  
Murrieta Learning Center \_\_\_\_\_ Murrieta Academy \_\_\_\_\_ Pine Valley Academy \_\_\_\_\_  
North County Academy \_\_\_\_\_ Other: \_\_\_\_\_

**Type of Facility to be Used:** Multipurpose Room \_\_\_\_\_ Classroom \_\_\_\_\_ Field \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_  
**Date(s) Requested** **Time:** \_\_\_\_\_ am/pm **to Time:** \_\_\_\_\_ am/pm

\_\_\_\_\_  
**Date(s) Requested** **Time:** \_\_\_\_\_ am/pm **to Time:** \_\_\_\_\_ am/pm

\_\_\_\_\_  
**Date(s) Requested**

\_\_\_\_\_  
**Equipment Needed (specify) (may require additional charge):**

\_\_\_\_\_  
**Purpose of Event**

**Expected Attendance** \_\_\_\_\_ **Will Food/Beverage be served?** \_\_\_\_ Yes \_\_\_\_ No

**Will any admission fee, collection or solicitation of funds be involved?** \_\_\_\_ Yes \_\_\_\_ No

**Describe:** \_\_\_\_\_

**STATEMENT OF INFORMATION AND AGREEMENT**

The undersigned states, that to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act prohibited by law and/or for the commission of any crime(s) including, but not limited to, the crime(s) specified in Sections 11400 to 11401 of the California Penal Code. I certify under penalty of perjury that the foregoing is true and correct.

I further certify that I shall be personally responsible, on behalf of my organization, for any damage sustained by the school building or furniture accruing through the occupancy of said building by my organization. I agree to conform to the California School Code and to all the rules and regulations of the Julian Charter School governing the use of the school buildings.

**Applicant's signature:** \_\_\_\_\_

**IMPORTANT: Application, Certificate of Insurance, and fees must be complete and submitted to the JCS Office ten (10) working days prior to the event. Do not advertise or promote said event until all site and administrative approvals are complete.**

**FOR JCS USE ONLY**

**RENTAL AND USE FEES**

\$ \_\_\_\_\_ Per hour for facility for use = \$ \_\_\_\_\_ | \$ \_\_\_\_\_ Per hour for personnel = \$ \_\_\_\_\_  
\_\_\_\_\_ meetings = \$ \_\_\_\_\_ total | \_\_\_\_\_ meetings = \$ \_\_\_\_\_ total

**Total Fee:**  
\$ \_\_\_\_\_

**Note: Make all checks payable to Julian Charter School**

\_\_\_\_\_  
Site Administrators Approval (If applicable) Title \_\_\_\_\_  
Date

\_\_\_\_\_  
Director (or Designee) Approval Title \_\_\_\_\_  
Date