



## 6005.1 Facilities Use Policy

**Effective Date: March 13, 2020**

**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 schools, 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 interest of JCS and does not interfere with the regular conduct of the educational program. The schools' 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, or principal/school 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 schools' property at any time.

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 school 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 schools' 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 school principal/director. Failure to pay promptly for such damage is grounds for denial of future schools' 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.

Original Policy: 06/09/06

Revised Policy: 09/10/09

Revised Policy: 09/08/17

Revised Policy: 03/13/2020