

# Sacramento City Unified School District

Civic Center Permits Office / 5735 47th Avenue, Sacramento, CA 95824

[civicpermitoffice@scusd.edu](mailto:civicpermitoffice@scusd.edu)

Phone (916) 643-7435; Fax (916) 399-2014

## APPLICATION FOR USE OF SCHOOL FACILITY

PAYMENT IN FULL, CERTIFICATE OF INSURANCE AND COMPLETED APPLICATION FORMS MUST BE RETURNED TO CIVIC CENTER PERMITS OFFICE **15 WORKING DAYS** PRIOR TO REQUESTED DATE.

**Fill in all non-shaded areas below and return to Civic Center Permits Office**

Organization/Agency Name: _____	Representative Name: _____
Billing Address: _____	NonProfit ID: _____
Email Address: _____	Phone #: _____

I am requesting a Community Use Website Log-In

By requesting a log-in, you will be approved as an "event coordinator" for the organization you are representing and will be financially responsible for all facility requests submitted using your log-in information. Do not share your log-in with others. If an organization has more than one person authorized to submit facility use requests, please have each authorized person request their own log-in for the same organization.

Each facility use request submitted online is automatically routed to the site for availability verification, and then routed to the Civic Permits Office to verify insurance, assess any facility rental and custodial fees, and provide final District approval. Upon final approval by the District, you will receive (via email) a copy of the permit and invoice (if applicable).

If you do not receive a copy of your permit at least 7 days prior to the event, please contact the Civic Permit Office at (916) 643-7435.

School Requested: \_\_\_\_\_

Facility/Room(s) Requested: \_\_\_\_\_  
(Please List Each Room Desired)

Type of Activity or Meeting: \_\_\_\_\_

Donations Solicited?:  Yes  No      Admission/Registration Fee Charged?:  Yes  No

Single Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM / PM      End Time: \_\_\_\_\_ AM / PM  
(Month/Day/Year)

Recurring Schedule: **(100 dates maximum)** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

Start Time: \_\_\_\_\_ AM / PM      End Time: \_\_\_\_\_ AM / PM

Weekly every #\_\_ week(s) on:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Monthly:  Day \_\_\_ of every \_\_\_ month(s)       1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or Last of every \_\_\_ month(s)  
(circle one)

Multiple Dates and Times: **(20 dates maximum)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Set-Up Needs:  Kitchen  Theater Tech \_\_\_\_\_  
(Example: Tables and chairs with presenter table at front of room)

Estimated Number Attending: Adult \_\_\_\_\_ Youth \_\_\_\_\_ See item 14 of rules and regulations for attendance above 250.

Applicant agrees to abide by Board of Education Policies and Regulations Governing the use of District Facilities, and conditions which may be imposed upon said permit by the Superintendent of the Sacramento City Unified School District or his/her designee. Once signed by applicant and approved by the District the official permit will be sent electronically. Applicant is required to provide the District 10 working days written notice of cancellation. Applicant understands that school activities may result in cancellation of permit. Applicant has read the Rules and Regulations for Public Use of SCUSD Facilities and fee schedule relating to the use of school facilities.

I accept responsibility for meeting all requirements stated therein and for paying all deposits and fees associated with the use of school facilities.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DISTRICT USE ONLY

Community Use Setup Completed: _____	Permit # _____	Invoice # _____	<b>Custodial Verification of Hours</b>	
<input type="checkbox"/> New Organization	<input type="checkbox"/> Insurance	<input type="checkbox"/> Risk Mgmt Forms	<input type="checkbox"/> Non-Profit Docs	Regular Hours: _____
<input type="checkbox"/> Existing Organization	<input type="checkbox"/> Insurance	<input type="checkbox"/> Risk Mgmt Forms		Overtime Hours: _____

## **RULES AND REGULATIONS FOR PUBLIC USE OF SCUSD FACILITIES**

1. **INTENT**: The Governing Board has adopted a policy whereby its facilities and grounds may be used as a Civic Center in accordance with the provisions of Education Code Sections 40040-40046. The use of school facilities by groups listed in sections P-1220 – P-1226 shall conform with the purposes, restrictions and regulations as set forth in the education code. The Superintendent and/or designee will disapprove applications that do not conform to the provisions of the Civic Center Act of the Education Code and/or to District administrative regulations and liability restrictions.
2. **APPLICATION**: Applications for the use of facilities shall be filed with the clerk, Civic Center Permits Office. Following an investigation as to the eligibility of the group requesting the use, the availability of the desired facility, and the determination of the charge to be made, if any, a permit will be issued. The Civic Center Permits Office accepts applications daily (except weekends, vacations, and holidays) from 8:30 a.m. to 4:30 p.m. Requests for permits to use district facilities must be made to the Civic Center Permits Office 15 working days prior to but no more than five months in advance of the date(s) requested.
3. **HOURS**: School facilities shall be available for use as a civic center only during such hours as these facilities are not needed for school purposes. No permit that extends beyond midnight will be issued to any non-school group. Sunday and holiday permits shall be granted only upon the approval of the Superintendent or his designee.
4. **FACILITIES AVAILABLE FOR COMMUNITY USE**: Auditoriums, multi-use rooms, eating areas of school lunchrooms, little theaters, gymnasiums, cafeteria kitchens (restricted use-see P-1227), ball/playing fields and grounds, etc. shall be available for use by groups designated in Board Policy Sections P-1220 – P-1226. Use is confined to the area(s) named in the approved application, with appropriate corridor and restroom facilities. School Principals retain the right to move users to other similar spaces, if necessary. The District may exclude certain school facilities from non-school use for safety or security reasons.
5. **CATEGORIES OF USE**: Facility users may qualify for either Free Use, Expense Coverage Use, or Commercial Use in accordance with Education Code 40043 and Board Policy P-1220 – P-1226. Organization classification is determined by the Civic Center Permits Office. Fees will be assessed in accordance with the fee schedule. The fee schedule can be found at [www.scusd.edu](http://www.scusd.edu).
6. **DEPOSIT/REFUND POLICY**: Multiple Use Permits: Fee for first use must be paid at time of application; balance of uses will be invoiced monthly in advance. Single Use Permits: Total fees to be paid at time of application. Cancellations: Total fees will be refunded with at least one week's notice; 10% penalty for less than one week's notice.
7. **PROHIBITED ACTIVITIES**: The use of school grounds for the following activities are hereby prohibited: (a) Any use by any individual, society, group, or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or of the state by force, violence or other unlawful means. (Education Code 38135) (b) Advertising on school grounds or in a school building by a permit holder; (c) The operation of any motor driven vehicle on school premises for purposes other than parking. This includes small powered carts, minibikes, and motorbikes; (d) Gas powered model airplanes or powered rockets; (e) Hitting golf balls on school premises; (f) Hardball baseball shall be authorized only on those school grounds where regulation baseball diamonds are provided; (g) Horseback riding on school premises; (h) Overnight usage of any district facilities for any purpose; (i) Yard sales (other than PTA); (j) Teen/social dances (other than school or PTA); (k) Fundraising campaigns, bingo, raffles, or games of chance (except as permitted by board policy or special board action); (l) indoor soccer practice or games; (m) Rap, rock, or pop concerts; (n) Baton twirling activities; (o) Private parties of any type, i.e., class reunions, birthday parties, wedding receptions, etc.
8. **RULES OF CONDUCT**: No person, organization, group or activity granted a permit for use of school facilities or grounds shall engage in the following: (a) Smoking in school buildings; (b) Consumption of alcoholic beverages; (c) Use of narcotics or drugs for purposes other than medical, and then only under the prescription of a duly licensed medical physician; (d) Fighting, quarreling, abusive language, or noise of any kind which may be offensive to other activities or the neighborhood; (e) Bring live animals, other than guide dogs, into classrooms or other interior spaces; (f) No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designated for such purpose; (g) All users must provide their own supplies (i.e. easel, easel pad, marking pens, pencils, note paper, etc.) Violations of any of the conditions of this paragraph shall be ground for immediate revocation of the permit for use of such facilities. In the event of such revocation, all persons so affected shall immediately vacate the school facilities and permit holder will forfeit any fees paid.
9. **INSURANCE AND INDEMNIFICATION**: Eligible groups or organizations qualifying for free use of district facilities are required to meet the insurance requirements stipulated in the attached Insurance Agreement for Free of Charge Users (Insurance Form A). Eligible groups qualifying for fee use of district facilities are required to meet the insurance requirements stipulated in the attached insurance and Indemnification Agreement for Users for a Fee (Insurance Form B). Neither the District nor its staff shall be responsible for any items left behind on school premises. Nor shall the District or its staff assume any responsibility for liability in connection with the services provided under this policy or the facilities use agreement.
10. **SUPERVISION**: It is the duty of the custodian in charge to see that there are no violations on the part of any individual or group of these regulations. The custodian shall report all violations to the Civic Center Permits Office. Custodians are directed to refuse the use of school buildings without the presentation of a district approved permit. When the building or grounds are used by youth groups, the sponsoring organization must furnish an adult (21 years of age or older) to be in charge at each event. Custodial staff will make periodic inspections of facilities and will be available to clean spillage of food and beverages as necessary. Custodial staff will arrive thirty minutes prior to the scheduled start of the event, will remain for one-half hour after the scheduled start of the event, and will return one-half hour prior to the scheduled end of the event to clean and restock the facility as necessary.
11. **Restrooms**: Restroom access is required for all events. Appropriate restroom facilities will be provided with all indoor facility events. All field use events will be staffed with custodial service to provide access to restrooms or the person, organization or group granted a permit shall provide port-a-potty's at their expense. Permit holder will be responsible for any expenses related to clean up or vandalism of port-a-potty provided by permit holder.
12. **PROTECTION OF SCHOOL PROPERTY**: Groups misusing school facilities or violating rules and regulations and provisions of permits may have their permit revoked, not subject to renewal, and previous offenders may not receive permits. School property shall be protected from any damage or mistreatment, and applicants shall be responsible for the condition in which they leave school buildings. Any breakage, damage, or loss of district property shall be paid for by the organization making the application. Costs shall be established by the Facilities Services Division in cooperation with the school principal and the Civic Center Permits office, and an invoice shall be submitted to the permit holder. Failure to pay promptly for such damage shall be grounds for refusal of future applications and may result in legal proceedings in accordance with administrative regulations. The district reserves the right to revoke or refuse to renew permits to those who violate rules and regulations and provisions of the permit.
13. **PERFORMANCES AND OTHER ENTERTAINMENTS**: For commercial use of a school auditorium, the maximum time to be granted per permit shall be eight (8) hours under the fee policy for setting up, practice, performance, striking and removal of equipment and personnel. However, if more than one performance is given, a separate charge shall be made for each performance. If more than the eight (8) hours are required, either in advance or after the commercial use, there shall be an added charge of ten per cent (10%) of the basic fee for each additional hour of use. (This is interpreted to mean eight consecutive hours of performance). No merchandise can be given away as a result of a donation or the sale of any admission ticket to any entertainment or event held in a school facility (this does not apply to door prizes that are donated to a youth group and are awarded by this group at any event where no tickets are sold and no advertising is given to the donor).
14. **SECURITY**: Community permit holders must provide a California licensed, bonded security guard for events and activities for each increment of 250 or more participants and/or spectators; i.e., 250-500 – one security guard, 500-750 – two security guards, etc. Such guards must be present for the duration of the event or activity, plus one-half hour before and after the event or activity. There may be some activities which may, at the discretion of the district, require additional guards.