

SAN JOSE UNIFIED SCHOOL DISTRICT
Rules and Regulations for Use of District Facilities

I. APPLICATION AND ISSUANCE

- A. The completed application must be submitted to the school being requested. Submission of the application for use of school facilities must be made at least two weeks in advance of the time the use of the premises is desired.
- B. Applications must include set up, take down and clean up time within the hours of the permit request.
- C. The Site Administrator's signature on the application means only that the requested space is available.
- D. Permits are issued only by the district. An authorized copy of the permit will be sent to the requester upon final approval.
- E. All provisions of the GENERAL CONDITIONS listed below, the CIVIC CENTER ACT, (Education Code Section 38130), as well as San José Unified School District Policies and Regulations apply to all permits.
- F. Cancellations or charges in facility or time must be reported to the school site requested at least 48 hours in advance. After 5:00 p.m. weekdays, Saturdays, Sundays and Holidays the emergency telephone number is (800) 318-2222.
- G. No permit shall be issued for a period longer than the fiscal (July 1 – June 30) year. At the expiration of each permit, written application may be made for the following year's use.
- H. Use of facilities is not normally granted beyond 11:00 p.m.
- I. Catering services are available through special arrangement with the Student Nutrition Services Administrator. Contact the Student Nutrition Department from 8:00 a.m. to 3:00 p.m. at (408) 535-6021.

II. GENERAL CONDITIONS

- A. Definitions
 - 1. Facilities; Includes buildings, grounds and equipment.
 - 2. Property; Includes equipment, apparatus, furniture and supplies.
 - 3. Charges; Fees due for facilities, services, or property use.
 - 4. Schedule of Fees; A list of charges adopted by the Board of Education.
 - 5. District – San Jose Unified School District
- B. Permits for the use of school facilities shall be issued on behalf of the Board of Education and shall be consistent with Education Code Sections 38130 – 38138.
- C. A district employee is required on site during all permits for use of district buildings.
- D. An approved use permit is REQUIRED for every use of any district facility after that facility's normal hours, or for activities other than the facility's primary purpose.
- E. The use of facilities shall be consistent with the use of the buildings or grounds for school purposes and must not interfere with the regular conduct of school work. School functions in any school building or any school property shall receive first priority over use by any other group or organization, whether day, afternoon, or evening session. Permits issued to any group may be revoked if it becomes unavoidably necessary for a school to use the space at the same time. If and when such action is necessary every care shall be exercised by the responsible the staff member(s) involved to give the permit holder as much advance notice as is possible.
- F. Groups which use the facilities must comply with rules and regulations adopted by the Governing Board. Groups that discriminate on the grounds of race, religion, creed, national origin, ancestry or sex may be denied permission to use school facilities.
- G. Permits may be issued to approved groups only and shall not be granted for personal or individual use of school property.
- H. Use of school facilities for religious or sectarian purposes shall be permitted on a temporary basis per Education Code 38138 (3).
- I. The use of profane language, tobacco, drugs, intoxicating liquor, quarreling or fighting, betting or any form of gambling and the conducting of raffles or lotteries are expressly prohibited on school property.
- J. SMOKING IS NOT PERMITTED ANYWHERE ON SCHOOL DISTRICT PROPERTY.
- K. Permits for use of school facilities for meetings at which there will be a discussion of social, economic, or political problems shall be granted only on condition that such meetings shall be open to all who desire to attend.
- L. Any group granted the use of any school facilities shall use them only for such purposes as are specified in the permit for use and shall limit the use to the facility; i.e. the specific classroom, multipurpose room or other area.
- M. School property must be protected by the user from damage or mistreatment. Each group using such property must be responsible for the condition in which it leaves the facility. Damage to school property and/or equipment shall be paid for by the organization that has use of the facility. Use permit holders are expected to leave the facility in the condition in which it was found.

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- N. No school furniture, apparatus or equipment of any kind, including classroom blackboard preparation for the next school day, may be removed or displaced by any organization without permission. Decorations must be removed by the group or organization in time for normal school use the following day.
- O. Groups are permitted to use the school grounds in the evenings, weekends and holidays according to administrative regulations, provided that a regular use permit for fields is properly issued and that the groups give way to any activity scheduled for school purposes. It is the intention of the Governing Board that pedestrian access to playgrounds be left open for use by children and parents during the school year, Saturdays, Sundays, holidays vacation periods and after-school hours in the evenings until dark. The only exceptions to this policy are:
1. Priority is given to any group having a grounds use permit.
 2. Priority is given to any school activities conducted under the Recreation Program or Summer Session.
 3. No horses or self-propelled vehicles, go-carts, motor scooters, motorcycles, automobiles or any other vehicular traffic will be permitted on the school grounds without the authorization of the Superintendent or designee.
 4. There shall be no use of equipment of any type, which would present a hazard to other users of the property. Forbidden are golf balls, shot puts, archery, javelins or gasoline-powered model airplanes.
 5. Requests to use public address sound systems or amplified music will require prior approval by the Governing Board.
 6. Stadium lights are NOT available for public use.
- P. Use of kitchens and kitchen equipment.
1. Cafeteria equipment and supplies are the property of the District and may not be used by any person or persons for private benefit.
 2. Where use of the kitchen area is authorized, a regular member of the food services staff shall be present and charges will be made according to the current fee schedule.
 3. Unless the user is granted the use of the kitchen area the doors will be kept locked. Refrigerators and freezers may not be used unless special arrangements have been made with the Food Services Manager at the district office. Kitchens do not have dishes, trays or silverware for use and paper/food supplies cannot be purchased.
 4. All cafeteria facilities must be specifically requested. The District requires a cafeteria employee to be present to supervise the use of such equipment and to prevent the use of District accountable items such as food. Refrigerator and freezer space are not available for outside group use.
 5. Catering services are available by contacting the Food Services Manager. Charges will be made for the guaranteed number established at the time arrangements are made.
 6. Permit holders are not authorized to alter any of the facilities nor erect, construct or bring onto district property any unauthorized vehicle, temporary building or structure.
 7. The California Vehicle Code is enforced on district property. Vehicles are not permitted on district property except in designated areas such as driveways and parking lots. Holders of filed permits may bring one (1) vehicle onto the field for purposes of delivering supplies or equipment when children are not present. That vehicle may not park on the field and must be removed immediately after making delivery.
 8. All individuals, groups and organizations using school facilities must agree to abide by the regulations embodied herein.
 9. Permits will be revoked whenever there has been a violation of these regulations.

Signature of applicant