

**Sacramento City Unified School District**  
Civic Center Permits Office (916) 264-4239

**APPLICATION FOR USE OF SCHOOL FACILITY**

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

Permit No.: _____
Date: _____

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

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

Single Date Requested \_\_\_\_\_ (Day, Month, Year) Hours: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM (Incl. set up and clean up time)

Multiple Dates Requested \_\_\_\_\_ (Start/End Date and Day of Week) Hours: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM (Incl. set up and clean up time)

Special Set-Up Needs: \_\_\_\_\_

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

Participants: Adults \_\_\_\_\_ Minors \_\_\_\_\_ Spectators: Adults \_\_\_\_\_ Minors \_\_\_\_\_

Applicant or Organization/Agency Name \_\_\_\_\_ Organization/Agency Authorized Representative Name \_\_\_\_\_

Applicant or Organization/Agency Name \_\_\_\_\_ Day Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Non Profit No. (For Non Profit Organizations) \_\_\_\_\_

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, this application and the attached Facility Use Confirmation Notice become the applicant's Official Permit for facility use for stated purpose, dates and times indicated. Applicant is required to provide District 10 working days written notice of cancellation. Applicant understands that school activities may result in cancellation of permit. **Additional conditions and regulations are on reverse of this form. PERMIT IS NOT IN EFFECT ON LEGAL HOLIDAYS OF SCHOOL VACATIONS.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRICT USE ONLY	
Required	Completed
Insurance Certificate	_____
Form 501C	_____
Constitution/By-Laws	_____
Written Proof of Security	_____
Written Proceeds Statement	_____
Fee Assessment \$ _____	Date Paid _____
Custodial Hourly Rate	_____
Hourly Rental Rate	_____
Processing Fee	_____
Total Fees	_____
Check #	_____

  

Custodial Verification of Hours	
Total Hours of Permit	Custodian's Comments
_____	_____
Overtime Hours _____	_____
Total Hours _____	_____

By: \_\_\_\_\_ For Superintendent  
DISTRIBUTION: White-Permit Office; Canary-Permit Holder; Pink-Site Administrator; Goldenrod-Plant Manager

## 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 his 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 9:00 a.m.-12:00 noon and from 1:00 p.m.-4:00 p.m. Requests for permits to use district facilities must be made to the Civic Center Permits Office at least three weeks prior to but no more than five months in advance of the date(s) requested. Any exceptions to this policy would be at the discretion of the Superintendent or his designee. Permits will be issued in accordance with the priority needs of the district. School district instructional and related activity programs have priority over all requests for facility use. Requests for changes in scheduled dates/times for approved permits must be received at least ten working days prior to use. All permits are subject to cancellation in the event a school-related activity is scheduled by the Superintendent or his designee.
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 shall be available for use by groups designated in Board Policy sections P-1220 - P-1226.
5. **CATEGORIES OF USE:** Facility users may qualify for either Free Use, Expense Coverage Use, Religious Use, or Commercial Use in accordance with Education Code 40043 and Board Policy P-1220-1226. Fees will be assessed in accordance with the attached fee schedule.
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 or act to accomplish the overthrow of the government (see attached statement); (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 cards, minibikes, motorbikes, and motorcycles; (d) Gas powered model airplanes or powered rockets; (e) Hitting golf balls on school premises; (f) Handball 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) Bingo, raffles, games of chance (other than PTA carnivals); (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, quarrelling, abusive language, or noise of any kind which may be offensive to other activities or the neighborhood. Violations of any of the conditions of this paragraph shall be grounds 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).
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 to be in charge at each meeting.
11. **PROTECTION OF SCHOOL PROPERTY:** Groups misusing school facilities or violating rules and regulations and provisions of permit 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 responsible 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.
12. **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 per performance.) No merchandise can be given away as a result of a donation or the sale of an 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).
13. **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 before and after the event or activity. There may be some activities which may, at the discretion of the district, require additional guards.