

Board Policy Document

The Coordinator will determine the Use Permit Holder's appropriate category. [The group shall be required to provide financials upon request of the Finance Department in order to prove no expectation of profit.]

Utilizing the SCCSD's online website and scheduling screens, the Coordinator will provide application forms, obtain proof of insurance, generate the contract, transmit to Use Permit Holder and obtain signatures for use of the SCCSD's facilities, fields and/or associated equipment.

The Coordinator will be responsible for arranging appropriate custodial and/or supervisory coverage as is provided within the normal routines of the building. A Facility Use Permit, when issued, may at the request of the user or the District, specify additional support or services, which cost shall be estimated and reclaimed as part of the Use Permit. Such services shall be submitted electronically to Operation and Maintenance (O & M) and confirmed electronically by the Department where additional services require the assignment of additional personnel. Regulations and rates for use shall be made available to a public user from the SCCSD's online website or the office of the designated Coordinator at the requested facility.

The Business Office and Operation and Maintenance shall develop procedures, forms and fee schedules and make them available to the Coordinators and public for each facility through the use of the SCCSD's online website. These shall be reviewed annually.

Scheduling of SCCSD Events

All SCCSD events scheduled outside of the normal instructional day or on non-school days shall be scheduled through online SCCSD's Facility Scheduling System and should appear on the SCCSD and each school's Master Calendar.

Principals, the Activities Director and other SCCSD administrators will enter a calendar of all such indoor and outdoor events scheduled at their buildings or for their programs into SCCSD's facility scheduling system on or before June 15th for the following school year.

To avoid later conflicts with District or Community Events, this calendar will include dates and times of specific activities and also dates and times when

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specific spaces or entire facilities will not be available for community use due to conferences, limited parking or periods of special event set-up.

Scheduling of Community Events

- Community events may be scheduled as soon as a school’s scheduling coordinator determines there is little likelihood of such events infringing on school use (Category A and/or B).
- Non-gymnasium requests will be filled on a first-come-first served basis.
- Gymnasiums will be scheduled on a first-come-first-served basis as soon as each school’s Master Calendar has been completed through a collaborative process facilitated by the school’s Coordinator and involving gym-users.

Emergency Closure of Facilities by the SCCSD

Inclement Weather – Community Events are automatically cancelled when school is closed due to inclement weather. The Permit Holder shall be responsible for notification regarding the cancellation of its scheduled event or activity.

Emergency Closings – Equipment failure, energy curtailment requirements or other emergencies may require the closing of facilities and the cancellation of Community Events.

The SCCSD will not be responsible for Use Permit Holder costs or losses suffered due to unforeseen conditions or inclement weather. Every effort will be made to find replacement space for cancelled groups.

Resolving Scheduling Conflicts Between District and Community Events

When a new District Event is added or an existing in-district event needs revision, a building Coordinator may make the change provided the “Right to Cancel and/or Reschedule” clause is invoked. In such an instance, every effort will be exercised to accommodate either the school or the community in another facility or school location. Any conflicts discovered must be referred to the appropriate school as quickly as possible, and should be arbitrated by

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the school that has the conflict. All other schools shall be expected to assist a school with an irreconcilable conflict. (See AR1004.1.)

If a school-administration requested change or addition to the Master Calendar conflicts with a previously scheduled Community Event, the Community Event will have a preferred but not absolute right to the scheduled time.

Each school's Coordinator and the Use Permit Holder will work together to resolve conflicts or find alternate accommodations so that both parties' events can be successful.

Requests for Facility Use Permits

Facility Use Permits must be requested by the designated person who will be responsible for supervision of the event. This person must be at least 21 years of age.

For organizations requesting reservations, the designated person must be an official representative of the organization.

A written or online Facility Use Permit Request Form must be completed. Phone inquiries will be tentatively scheduled by each school's staff. However, phone applications will not be accepted as a final application.

The person's signature on the Facility Use Permit will signify understanding and acceptance of all rules and regulations, responsibility for payment of designated fees, the responsibility for all rules being followed by the participants in the program and attest to the appropriate Category for priority of use.

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