

## USE OF FACILITIES REGULATIONS

1. The use of facilities for meetings at which social, economic, or political subjects are to be discussed will be granted only on the condition that such meetings will have no admission fee and will be open to all members of the community who desire to attend.
2. Groups shall assume financial responsibility for any damage that occurs. The Board shall charge the amount necessary to repair the damages or replace the property and may deny the group further use of school facilities.
3. Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. Proof of liability insurance in the amount of \$500,000 shall be provided prior to the scheduled activity.
4. A Certificate of Insurance, naming the National School District as additional insured, must be provided.
5. Alcoholic beverages are not permitted on school grounds.
6. Smoking is not permitted on school grounds.
7. The Director of Child Nutrition will determine whether a Child Nutrition Services employee is to be on duty.
8. A school district employee must be present during the use of school facilities including 30 minutes before and after the event. Private parties, religious organizations, and community organizations whose proceeds are not expended for the benefit of the district will be charged for rental of the facilities and direct costs to the District. A deposit will be required based on the estimated cost of the function. A reasonable amount of setup and cleanup time will be allotted for custodial and food service labor and may vary with the scope of each activity. The following is a schedule of labor and rental rates:

	<u>Each Hour</u>	<u>Minimum</u>	<u>Staff Costs</u>
Auditorium	\$30.00*	\$90.00	\$30.00/hour
Kitchen	\$10.00	\$30.00	\$29.00/hour

**\*Staff costs for events held on holidays will be charged at the rate of \$40.00 per hour.**

9. Long-term scheduled use of school facilities is subject to cancellation if the facility is needed for school related activities.
10. All printed materials advertising activities or events that will occur in District facilities or on District grounds must contain the following statement in bold print and type point at least as large as the majority of the other print in the flyer/printed material:  
  
**“Although the above activity is on the facilities/grounds of the National School District as provided by California law under the Civic Center Act, the National School District is not sponsoring, supporting or supervising the event or activity, nor does it in any way lend its endorsement or support to the information provided above. The activity or event is sponsored by [insert name]. For further information about the event or activity you may contact [insert name and title of contact person] at [insert telephone number].**
11. Organizations using facilities are required to give 48 hours notice of cancellation, otherwise full staff costs and use of facilities charges will apply.

