

Administrative Regulation

General Use, Regulations and Prohibitions

No persons, organizations, associations, clubs, or groups issued a facility use permit or the attendees at its scheduled activity may engage in or be in violation of any of the regulations or prohibitions enumerated below during the use of any school facility, including the buildings, access thereto, walks, lawns, parking lots, restrooms, play areas, and open spaces. The organization or group, whose name is listed on the Facility Use Permit shall be responsible for ensuring compliance with all applicable regulations governing facility use by both participants and attendees at the authorized activity.

Violation of any of the regulations or prohibitions enumerated below shall be cause for revocation of a facility use permit. Should revocation occur during the period of actual use, all persons whether participants or attendees, shall immediately vacate the district's facilities and premises.

If a meeting is cancelled by a use permit holder, the permit holder may be responsible for payment of all authorized expenses unless a notice of cancellation is received, in writing, at least forty-eight (48) hours in advance of the scheduled meeting. Any permit holder canceling a facility use permit issued shall be liable for any costs incurred by the district as a result of that permit.

The Board of Education reserves the right to terminate any facility use permit upon written notice by the Board, or its designated representative, to the person, organization, or group in whose name the facility use permit is issued.

General Regulations and/or Prohibitions of Facility Use

1. A district approved employee or a designated representative of the Board of Education shall be on duty at all times when any school or buildings are in use. When deemed appropriate by the school district, an approved district employee or designated representative may be required when a district outdoor playground or athletic field is being used. The building principal shall be responsible for the assignment of custodians and/or other personnel during the time an approved use has been authorized. The school employee or designated representative assigned shall be vested with the authority to carry out and enforce all regulations, prohibitions, and intents governing such use. It is the duty of the school employee or designated representative to be responsible for the care, maintenance, and security of school-owned facilities and equipment. The Board of Education reserves the right to require that a qualified school employee operate certain district-owned equipment, with the further understanding that the district will be reimbursed for the expense related to such use.

2. Each facility use permit holder shall provide sufficient, competent supervision for the number of participants and/or attendees.
3. Each facility use permit holder shall protect school property and facilities from mistreatment, alteration, vandalism, damage, theft, or loss. If school property or equipment is damaged or abused beyond normal wear during the authorized use, the repair or replacement of same shall be made at the expense of the permit holder.
4. No school furniture, equipment, supplies, or personal effects of school employees shall be moved, rearranged or removed by members representing any facility use permit holder without the specific written authorization of the Community Services Office or the district employee or designated representative assigned. Any furniture or equipment which is moved with authorization shall be returned to its original or proper place at the end of the scheduled activity.
5. No persons, organizations, associations, clubs, or groups using school facilities shall sell, give away, display, or exhibit materials for financial gain and/or propaganda purposes on school premises or in school facilities without written authorization of the superintendent or the designated representative.
6. No school building used by a non-school related person or organization shall be used beyond 11:00 p.m. unless PRIOR written authorization is granted by the superintendent or the designated representative. Outdoor facilities, playgrounds, or athletic fields which are directly adjacent to residential property shall not be authorized for non-school related use before 8:00 a.m. or after dusk. These limitations include pre-game drills, batting practice, kicking a ball, group calisthenics, etc. It does not preclude individual persons from participating in jogging or walking activities on a school's open playground or field during district authorized periods.
7. Any activity or behavior that is deemed by the district to create excessive noise or disruption to residential property or neighborhoods may result in revocation of a facility use permit after a verbal or written notice issued to the holder of said permit has failed to correct the identified problem.
8. Use or possession, at any school facility, of intoxicants, alcoholic beverages, narcotics, or drugs, other than those prescribed by a duly licensed medical physician or practitioner and taken for medical reasons, is prohibited and will be cause for immediate revocation of a facility use permit.
9. Profane language, obscenity, quarrelling, fighting, mob behavior, or misuse of school facilities or property is prohibited and will be cause for immediate revocation of a facility use permit.

10. Smoking or the use of any tobacco product at any school facility is prohibited and will be cause for revocation of a facility use permit.
11. Use of gambling devices or gambling activities at any school facility, except when authorized or where designated as part of an approved high school bingo program, is prohibited and will be cause for immediate revocation of a facility use permit.
12. Littering of paper, plastic products, food containers, cans, drinks, or food inside any school facility or on any school premise is prohibited. The provision of trash receptacles by the permit holder and their proper use by participants and attendees is inherent in the issuance of a facility use permit. A permit may be revoked for continued violations after a verbal or written notice issued to the permit holder has failed to correct the identified problem.
13. No facility use permit shall be issued in such a manner as to constitute a monopoly for the benefit of any one person, organization, or group. Under no circumstances shall an individual, organization, or group be permitted to use school facilities for private gain through illegal activities or activities not recognized as recreational, educational, political, artistic, or moral.
14. Any holder of a facility use permit shall comply with all applicable city, county, state, or federal laws and ordinances.
15. Only the Board of Education may pay district employees for services performed on behalf of any organization or group using school facilities. No persons, organizations, or groups may donate a gift or payment in kind to any district employee for services performed while on duty as a district employee.
16. The school district assumes no responsibility or liability for property, equipment, supplies, or temporary storage units brought to or left on any school premises by any person, organization, or group even if a facility use permit has been issued. Unpermitted use of such items is prohibited on school premises (e.g., use of a storage unit as a snack bar or meeting place).
17. School related support organizations (e.g. PTA, PTO, PTSA, ASB, parent, booster groups) may be issued a facility use permit for fund-raising activities and sales. Swap meet operations where non-school related persons or groups rent space for the sale of privately-owned items or products are prohibited. All items for sale must be owned by, or the property of, the participating school related organization.

18. Potluck meals or other refreshments may be served in conjunction with a facility use permit with the written approval of the Community Services Office, if no school kitchen facility is utilized in its preparation or clean-up. Any time authorization is granted to use a school kitchen for the preparation or serving of food, a district food service employee shall be present and any costs incurred by such an assignment shall be paid by the permit holder. Use and preparation of food shall comply with all district food service requirements and regulations. All meals prepared by the district food service office shall be billed to the permit holder according to the district's food menu and price structure in effect on the date of use.
19. No school facility use permit may be issued for the purpose of a privately sponsored dance, gathering, or party that is non-school related.
20. Commercial rental of school buildings, excluding the use of open playground areas or the Don Wash Auditorium, on Sundays shall be discouraged.
21. Altered or forged facility use permits will result in the termination and/or forfeiture of the permit to the person, organization, or group in whose name the facility use permit is issued.
22. The issuance of facility use permits is governed by the Garden Grove Unified School District. No permit may be transferred to another person, group, or organization, and no permit may be transferred by a permit holder for financial consideration.

Ref: EC Sections 10902, 10912, 38130-38138

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