

Administrative Regulation

Bingo and Related Gaming Activities

- A. The Board of Education may authorize a parent-booster organization, associated with a district high school and chartered within the definition of section 23701(d) of the Revenue and Taxation Code, to use a district high school facility for the purpose of conducting bingo or related gaming activities. Each request submitted by an eligible organization for such facility use will be acted upon on its individual merit. If approved, the organization will be required to fulfill all existing school district, city of local jurisdiction, and state regulations governing such activities. Any violations of law or failure to comply with school district, city, or state regulations will be cause for the district to suspend and/or revoke authorization to use said facilities.

The conduct of bingo or related gaming activities shall be limited to no more than one parent-booster organization at each high school site.

- B. Eligible parent-booster organizations that request the use of any district high school facility for the purpose of conducting bingo or related gaming activities must submit a written proposal to the Board of Education requesting approval of facility use. The written proposal submitted shall follow the format outlined in administrative regulation 3145.1(K). Any school facility use authorized by this regulation automatically terminates on September 30 of each calendar year.

Written proposals requesting continued authorization for school facility use previously approved shall be submitted to the Office of Business Services by July 1 of each calendar year.

- C. A school facility use fee shall be established by the Office of Business Services for each high school where a written proposal to conduct bingo or related gaming activities has been received from an eligible parent-booster organization. Fees established shall reflect, but not be limited to, type and number of facilities requested, hours of use, additional utility costs, district personnel required, and additional costs incurred to the district. In no case, shall the school facility fee established be less than the actual expenditures additionally incurred by the district as a direct result of bingo or related gaming activities conducted at that school site.

The district reserves the right to modify any fee established under this regulation with a thirty (30) day written notification to the user organization prior to the implementation of any change in the fees. Upon renewal of any school facility use agreement, the district may modify any fees established and implement such changes with the agreement renewal.

- D. Any organization authorized to conduct bingo or related gaming activities on a district high school campus must sign an agreement to defend, indemnify, and hold the Garden Grove Unified School District, its officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims arising out of the performance of that agreement.
- E. Persons volunteering to work for or on behalf of any parent-booster organization authorized to conduct bingo or related gaming activities are not employees of/or school volunteers as authorized by the district. The district does not authorize, acknowledge, imply, or assume any liability for worker's compensation on behalf of those volunteers.
- F. No district employee, certificated or classified, may serve as an official voting member of the Board of Directors of an eligible organization authorized to conduct bingo or related gaming activities at a school site where that employee is regularly assigned to work. Regularly assigned is defined as an assignment where an employee reports to and performs tasks at a specific school site on a scheduled day and time one or more days per week. Employees may serve in a non-voting advisory or volunteer capacity to any authorized organization.

District employees, certificated and classified, are not restricted in their level of participation at school sites where they are not regularly assigned to work.

- G. Smoking or the use of tobacco products is prohibited on district property, including those district facilities authorized to conduct bingo activities.
- H. Installation of any or all equipment associated with bingo or related gaming activities, whether of a permanent or portable design, must be approved by the Office of Business Services prior to its use on any district high school campus.

All equipment that is to be attached to any district building, structure, wall, or fence must have the prior approval of the Office of Business Services and meet installation standards established by the district's Maintenance Center.

- I. A photocopy of all annual audit and monthly financial reports concerning bingo or related gaming activities required by the city of local jurisdiction and where conducted on a school-owned facility shall be filed with the district's Office of Business Services within fifteen (15) calendar days following the date each report is submitted to the agency.

- J. Any organization authorized to conduct bingo or related gaming activities on a district high school campus may employ private security protection service during the hours of approved use. Private security personnel employed within this regulation may not carry or have on their possession any form or type of firearm while on a district school campus.

Police officers acting in an assigned employment by the city of local jurisdiction to provide security at any authorized bingo or related gaming activities conducted on a district campus are exempt from any prohibitions concerning firearms.

K.

School Year: 20__/20

School Site:

SCHOOL FACILITY USE REQUEST
For
BINGO FUND RAISING ACTIVITIES

(Please attach one copy of the organization’s charter and by-laws when submitting this proposal.)

1. Official name of organization:

2. Official mailing address: (Where all legal documents should be mailed.)

3. Current Board of Directors/Officers:

A. PRESIDENT/CHAIRPERSON

Name
Address
City, Zip
Home Phone (____)
Work Phone (____)

B. VICE PRESIDENT

Name
Address
City, Zip
Home Phone (____)
Work Phone (____)

C. SECRETARY

Name
Address
City, Zip
Home Phone (____)
Work Phone (____)

D. Treasurer
 Name
 Address
 City, Zip
 Home Phone (____)
 Work Phone (____)

E. Name _____ Home Phone ()
 F. Name _____ Home Phone ()
 G. Name _____ Home Phone ()
 H. Name _____ Home Phone ()
 I. Name _____ Home Phone ()
 J. Name _____ Home Phone ()

4. Signature authorization:

Identify by name those persons authorized on behalf of the organization to sign legal documents and/or contracts with the district.

Name
 Name
 Name
 Name

5. School site requested:

6. Specific rooms/facilities requested: (Include bathrooms, parking lots, storage areas, and open areas.)

7. Hours of operation proposed:

Day of week
 Doors open/close
 Hours of bingo games

Lighting needs (interior - exterior)

Parking arrangements:

8. Equipment/facility installations anticipated? (Include display boards, TV monitors, blowers, storage additions, etc.)

9. Food Service

Operated by:

Organization/Volunteers _____

Catering Service _____

Other (Describe) _____

Is use of school kitchens requested? ___Yes ___No

What hours will kitchen be used? From _____ To _____

Describe food cleanup/disposal arrangements.

10. Describe custodial cleanup arrangements for interior and exterior areas utilized, including trash dumpster services planned.

11. (Minimum Requirement: Liability Insurance Certificate in the amount of \$500,000 on file with the Office of Business Services, naming the Garden Grove Unified School District as additionally insured.)

(a) Insurance type
Financial limit of policy
Coverage period: From _____ to _____
Company underwriting policy:

Name
Address
City, State, Zip
Phone No. (____)

Local insurance agent:

Name
Address
City, State, Zip
Phone No. (____)

(b) Insurance type
Financial limit of policy
Coverage period: From _____ to _____
Company underwriting policy:

Name
Address
City, State, Zip
Phone No. (____)

Local insurance agent:

Name
Address
City, State, Zip
Phone No. (____)

12. Describe or attach the organization's policy of how funds are to be allocated or prioritized to the various campus activities or specific purchases on behalf of the school.

I certify that I have read the information contained within this proposal including all accompanying documents, and to the best of my knowledge and belief, is true, correct, and complete.

Date

Signature – Organization's
President/Chairperson

Copy of proposal received by site principal.

Date

Signature – Site Principal