

TWIN VALLEY UNIFIED UNION SCHOOL DISTRICT

H-2

BUILDING and GROUNDS USE POLICY

The Twin Valley Unified Union School (TVUUSD) Board believes that the Twin Valley Schools are a vital and integral part of our community. To further this commitment, the Board encourages community groups and non-profit service organizations who serve the District's citizens and youths to utilize our school facilities to the fullest.

The following guidelines apply to building/equipment use:

1. The schools will be available whenever they are not being used for school functions. Approval for use requires contacting the school principal or designee. School events take precedence over other uses of the building. In order to avoid conflicts in scheduling, the principal or designee must be contacted to arrange for the space and time required as far in advance as possible. All groups and individuals wishing to use a school facility, grounds and/or equipment must abide by this policy and submit a building/grounds/equipment use application(H-2A), to the building principal or designee.
2. Use of facility, grounds or equipment, which results in extraordinary expenses (e.g., custodial time for supervision and/or clean up) will result in a charge. Such additional fees will be determined on a case by case basis and will be set so as to allow the District to recover the extraordinary expenses.
3. General use donations are always welcome.
4. Appropriate supervision by the custodian or other designated personnel must be available. Application must indicate who will be on site for event.
5. The sponsoring organization is responsible for security of the area used, for cleanup after use, and for any damages incurred.
6. Loans of equipment are made with the understanding that damages and repairs become the responsibility of the organization.
7. All individuals and groups using the school facilities, grounds and equipment will follow all state and local statutes and policies (see application for points of emphasis).
8. It is understood and agreed that the TVUUSD does not assume any liability for injuries incurred, or damages submitted through improper use of these facilities, grounds and equipment. The sponsoring individual/group assumes liability in these situations. The School District requires proof of liability insurance for any physical events and for-profit use prior to approving use of the facility, grounds and equipment.
9. It is the prerogative of the TVUUSD School Board to refuse the use of any of its facilities for any reason.

First Reading and Approval: April 24, 2018

Second Reading with Edits: August 28, 2018

Second Reading and Adoption: September 11, 2018

Final approval with Edits: December 11, 2018

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**H-2 A
APPLICATION FOR BUILDING/GROUNDS/EQUIPMENT USE**

ORGANIZATION _____ PROFIT ___ NON PROFIT

FACILITY: ___ TV MIDDLE HIGH SCHOOL ___ TV ELEMENTARY SCHOOL

TIME AND DATE OF USE _____

PART OF BUILDING/GROUNDS TO BE USED _____

EQUIPMENT NEEDS _____

PURPOSE OF FUNCTION _____

LIABILITY INSURANCE PROVIDER: _____

CERTIFICATE NUMBER: _____ OR have forwarded to katwood@wswsu49.org

REQUEST MADE BY: Name _____

Address _____

Telephone _____

Date _____

I WILL BE ON SITE DURING EVENT ___ YES ___ NO

ALTERNATE CONTACT: Name _____

Address _____

Telephone _____

ALTERNATE WILL BE ON SITE DURING EVENT ___ YES ___ NO

The Schools and the grounds of the TVUUSD are smoke, alcohol and drug free environments.

I have read and understand the policy guidelines and agree to abide by them. I understand that a general use donation is always welcome and additional custodial time or clean up fees may apply(refer to Paragraph 2 of attached policy)

Signed _____

Administrative Use Only:

Permission is hereby granted for the use of the Twin Valley School Building/Grounds to the above-named organization.

Date of Approval

Signature

For Tracking: Addition Fees _____

Donation: _____

Insurance: YES / NO