

All LGSUHSD school and district facilities are provided primarily for the education of students, always our first priority. District facilities may be available for other uses when the activity is consistent with the best interests of the District and does not interfere with the regular conduct of the educational program or district operations.

All provisions listed herein, the CIVIC CENTER ACT (Education Code Section 38130-38139) and all Los Gatos-Saratoga Union High School District POLICIES and REGULATIONS apply to all applications and permitted use.

1. **Facility Use Permits** are not granted for personal or individual use.
2. **Access to Facilities.** School keys must remain in the possession of an authorized district employee. Buildings will be opened (only when given evidence of approved permit), attended and closed by a custodian or school administrator (district employee). A district employee will be on the premises at all times during the rental period to assist the user and for facility safety. (Custodial fees applied) All participants and spectators must remain in the area assigned.
3. **Permit Approval.** The Facility Use Application is not valid until approved through the District permit process.
 - A. **Request for Applications:** The District will issue a request for applications for all potential users.
 - B. **Applications:** Potential users must apply, provide certificate of insurance, and non-profit designation (if applicable) to the District Office, by the date specified in the request for applications. An estimate of fees should be provided.
 - C. **Priority Determination:** The District office will review all applications and establish a priority use ranking. This may include multiple users for the same location, with separate times and days.
 - D. **Current LGSUHSD Coach:** If user is currently an active coach and recognized by the District as such, please indicate this on the application. If Applicant is coaching several LGSUHSD students, please include complete team roster with full names, school name, and current grade classification. This does impact priority ranking.
 - E. **Facility Time Allocation:** Approved users will coordinate final days and times with each school site. When finalized, user groups must provide full payment to the District office.
 - F. **Payments:** Each authorized user must pay all fees in advance, no less than 15 days prior to first use. Failure to provide prompt, complete payment, will cancel application. There are no refunds or returns.
 - G. **Permits:** Permit will be issued to the designated contact for each user group. The permit must be available and present with group to access and use facilities. If the users do not have the applicable permit, then they will be required to leave the facility.
4. **Fees:** The Board of Trustees has established the fee schedule for all user groups.
5. **Cleanup/Damages.** Users are responsible for the condition in which they leave the facility. Users are required to return the facility to the same condition/arrangement as before their use and perform clean-up including collection and disposal of any trash or other consumables. Any repairs or costs related to cleanup, loss of district property or trash removal will be charged to the applicant. Costs will be determined by the District Office. Failure to pay promptly for clean-up and damages will immediately terminate user’s facility use.
6. **Permitted Use.** Use of the District facilities is by permit only. Permitted times include all set-up/arrangement of facility as well as tear down and reset and cleanup. Facility users are responsible for any overtime charges incurred in relation to the

Facility Use Permit. No permit shall be issued for a period longer than three months. Use of facilities beyond CEQA time limits is prohibited. The California Vehicle Code is enforced on all district property.

7. The use of profane language, quarreling or fighting, betting or any form of gambling, conducting of raffles or lotteries, inflatables, bonfires or live DJ music are prohibited on district property.
8. Failure to leave the District facilities when asked by authorized District personnel shall result in immediate termination of permit and use.
9. Any person under the influence of alcohol will be denied participation in any activity. Violation of this regulation is justification for immediate termination of the event, and denial of future use of school facilities.
10. **Tobacco-Free Policy.** Smoking and/or the use of tobacco products is prohibited at any time on district property.
11. **Facility Alteration.** Permit holders are not authorized to alter any of the facilities in any manner or to erect, construct or bring onto district property any unauthorized vehicle, temporary building or structure.
12. **Fields/Rain.** Use of some school facilities is not permitted when it rains on the day of use, or if the field is wet 48 hours preceding use or such activity will be harmful to the playing surface, and when such conditions may present a safety hazard to users.
13. The District determines the appropriateness of granting the use of the facility to user and is authorized to insist upon appropriate security and supervision of all activities held in district facilities.
14. Sub-leases are prohibited.
15. User agrees not to discriminate against anyone on any basis pursuant to state and federal law.
16. Applicants must provide set-up, take down and clean-up time within the hours of the permit request. The Application does include Energy Conservation and Waste Management.
17. Applicant will comply with the District CEQA use restrictions and regulations.
18. Permits may be revoked whenever there has been a violation of the above regulations.