

POINT LOMA HIGH SCHOOL
WHOLE SITE MODERNIZATION AND
ATHLETIC FACILITIES UPGRADE PROJECT

Appendix L

Point Loma High School Field Use Policy

Prepared by San Diego Unified School District

Revised July 30, 2014

Point Loma High School Field Use Policy

San Diego Unified School District

This Field Use Policy is intended to address the specific needs of Point Loma High School (PLHS), recognizing the proximity of the school to residences, the limited availability of on-site parking and the impact of school activities upon the surrounding community. The policies stated herein operate under the umbrella of Administrative Procedure 9229, pertaining to the use of District athletic fields and lighted stadiums; which establishes District-wide procedures applicable to all District sites. Use of Point Loma High School Facilities by non-district groups is also subject to District Administrative Procedure 9205, pertaining to use of District facilities under the Civic Center Act.

Field Use General Rules:

1. Point Loma High School facilities shall be used primarily for the benefit of PLHS students
2. PLHS facilities may be made available to other schools, outside persons or community groups only when and to the extent that it will not interfere with school programs or the orderly operation of the campus.
3. In considering whether to allow other schools, outside persons or community groups to use PLHS facilities, consideration shall be given to the likely number of attendees, whether there is adequate parking to support the proposed use and whether sufficient measures can be employed to minimize adverse impact to the campus and the surrounding community; including, but not limited to, custodial services, traffic control and security. Consideration shall also be given to the cumulative impact of successive events on the community.
4. Outside groups, including community groups, who are authorized to use PLHS facilities, shall be required to do so in a manner which is respectful to the campus and the surrounding community and shall be required to provide security, custodial and traffic control as needed to ensure orderly and respectful operation of the Event or use. The site administrator and/or his or her designee, and/or the Rentals Office may impose specific requirements for security, custodial services, traffic control and/or other services or conditions deemed necessary in the District's sole discretion for proper management of the event.
5. Unless specifically authorized by the Principal as an exception to this general rule, outside groups shall not be authorized to enter the campus prior to 8 a.m. Individuals seeking to use the track or fields prior to school hours shall be permitted to do so provided they do not interfere with school activities or the orderly operation of the campus.
6. Restrictions on noisemakers shall be consistent with CIF rules, which provide as follows: No noisemakers (horns, bells, victory bells, sirens, chimes, musical instruments other than those in the band, etc.) will be permitted inside the gymnasium, stadium or playing fields at any CIF Southern Section contest (non-league, league, tournament or playoff). Cheering devices such as wooden blocks, or other similar objects, are prohibited. Megaphones shall be used only by uniformed cheerleaders for the purpose of directing and controlling rooting

sections. The improper use of any of the above listed devices by supporters of a team would subject that team to possible forfeiture of the contest.

7. Outside persons or groups shall not be permitted to utilize the public address (PA) system except when specifically authorized by the school and subject to time and manner restrictions deemed necessary to limit adverse impact on the residents of the surrounding community.
8. The gate at the Voltaire St. entrance to the campus shall be locked during non-school events whenever it appears to the site administrator or his/her designee that there is insufficient on-site parking to accommodate the anticipated attendees at a non-school event. This shall not apply to events or activities conducted by Point Loma High School.

Rules Specific to Use of the Lighted Stadium

1. Stadium lights shall be reserved for use by Point Loma High School.
2. Other schools or community groups who wish to use the lighted stadium may appeal to the Superintendent (or his/her designee) for approval of the use of the lighted stadium for a limited purpose. In considering whether to grant such an appeal, the Superintendent or his/her designee shall first determine whether there is another District site which can accommodate the proposed use without negative impact to the surrounding community. In the event there is not such an alternative which can be offered, in considering whether to grant the appeal, the Superintendent or his/her designee shall determine whether proposed use will interfere with the use of the field by Point Loma High School or the operation of the campus, the likely number of attendees, whether there is adequate parking to support the proposed use and whether sufficient measures can be employed to minimize adverse impact to the campus and the surrounding community; including, but not limited to, custodial services, traffic control and security. No appeal may be granted which will cause the total number of events held at the lighted stadium to exceed the cap specified below. Priority shall be given first to other District schools, then to other schools, and then to community groups. Commercial uses shall not be permitted.
3. In the event the lighted stadium is made available to a non-district school or community group, the using entity shall be required to reimburse the District for the full cost of the use of the stadium; including, but not limited to, utility costs, maintenance/repair costs, and reduction in useful life of the turf field.
4. The stadium lights shall be turned off as soon as possible following an event, and no later than 10:00 p.m. (except where extenuating circumstances such as an injury or rain delay of a football game, unforeseeably delay the completion of the event).
5. When turned on to allow for completion of a game or practice during Pacific Standard Time, the lights shall be turned off as soon as possible following completion of the game or practice and no later than 7:30 p.m.

6. Use of the stadium lighting shall be limited to eighteen (18) nighttime events, not including playoff games or the use of the lights to allow completion of games and practices which begin during daylight hours but carry over into darkness due to Pacific Standard Time.

Community Review Process

In order to obtain ongoing feedback from the community regarding implementation of this Field Use Policy and the impact on the community of events held at Point Loma High School, the Point Loma High School Cluster shall be charged to host semi-annual meetings for purposes of discussing field use issues at Point Loma High School, to which members of the greater Point Loma community shall be invited. These meetings shall be scheduled to occur at or about the time the school year begins, and following the conclusion of the winter sports season, so that the attendees can discuss future planned events as well as past implementation. Community members or organizations, such as the Point Loma Planning Board, who submit a request to be provided notice of these meeting shall be provided such notice and shall be permitted to participate.



ADMINISTRATIVE PROCEDURE

CATEGORY: Community Relations

SUBJECT: Civic Center Use of Buildings, Grounds, and Equipment

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing use of school buildings, grounds, and equipment for school-related and nonschool purposes.
2. **Related Procedures:**

District Safety and Security	5000
School Clubs, General	6240
Overtime Authorization and Compensation for Classified Employees	7426
Use of District Facilities for Bingo	9206
Extra Use of Cafeteria Facilities	9217
Recreation Agreement Between City of San Diego and District	9225
Use of Athletic Fields and Lighted Stadiums at Senior High Schools	9229

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies D-3000, D-3800, D-5000, E-2300, E-2350, G-1000, G-1001, G-3000, G-4500, G-6000, J-4500, K-4000, K-4010, K-4020, K-4040, K-6500, and K-7000; Board action of 7-29-14 regarding use of district fields and stadiums; California Education Code §38130 *et seq.*, and 48930; California Constitution, Article XVI, Section 6; US Revenue and Taxation Code, Section 501.
2. **District policy.** Organizations, clubs and associations formed for recreational, educational, political, economic, artistic, or moral purposes are permitted to use school buildings and grounds. Such use is called “civic center use” and must be subordinate to, and not interfere with, the instructional program or other public school purposes. Civic center use may be on a free, district cost recovery, fair rental value, or commercial basis.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Real Estate Department.
2. **Civic Center Use of Athletic Fields and Lighted Stadiums.** Use of district athletic fields and lighted stadiums, other than those fields that are leased to or subject to a joint use agreement, shall be subject to Administrative Procedure 9229.
3. **General Availability and Scheduling Limitations.** Civic center use of district facilities shall be scheduled in a manner that does not interfere with the orderly operation of the campus or facility and shall be managed in a way that maximizes benefits to the school and its students, yet minimizes negative impacts to the surrounding community. Entities requesting to use district facilities may be directed to the facility that best suits the proposed use, considering the proposed size of the event, its potential impact on school operations, and its potential impacts on the surrounding community.
4. **Availability During Non-instructional Time.** School facilities are to be made available after 5:00 pm on school days and after 8:00 am on non-school days when the proposed outside use does not interfere with the district’s educational program or the maintenance of the facilities. Upon approval of the principal, school facilities may be made available before 5:00

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pm on school days, even when school is in session, or before 8:00 am on non-school days for groups and activities eligible for free use of facilities as described in Section C.5.a. Upon approval of the Rentals Office, facilities may be made available before 5:00 pm on school days after school is out for groups and activities not eligible for free use.

5. **Determination of Fees.** Under the Civic Center Act (Education Code §38130 *et seq.*), fees shall be charged in accordance with the board-adopted Civic Center Rate Schedule and procedures for annual revision. The Civic Center Rate Schedule is based on the following categories of activities:

a. **Free use**¹. Activities and groups eligible for free use of district property are listed below. Activities must be scheduled when custodial staffs are normally on duty; otherwise charges will be levied based on the specific facilities used and length of use. Free use groups may also be required to reimburse the district for the cost of other staff needed for the proposed activity or event.

- (1) Associated Student Body (ASB) organizations, school clubs, or groups as described in Administrative Procedure 6240
- (2) Fundraising events or meetings for which admission of fees charged or contributions solicited are expanded solely for the welfare of the district or district students
- (3) Parent-Teacher-Student Associations (PTSA)
- (4) School community advisory councils
- (5) Senior citizens organizations
- (6) Park and Recreation Department activities supervised at all times by one of its paid employees
- (7) National Youth Sports programs such as Little League, Pop Warner, and soccer, subject to the requirements of Administrative Procedure 9229, as applicable
- (8) Civic organizations, community councils, civic associations, and neighborhood awareness groups for discussion of community governance issues, community development and redevelopment, governmental services issues, and community recreational issues
- (9) Organizations whose sole purpose is the provision of free educational programs to all district students and parents
- (10) Public polling places (based on annual usage fees established by the San Diego County Registrar of Voters)
- (11) School partners with an approved partnership agreement when the activity is noncommercial, does not advertise the business, and is free to the participants

¹ Note: All groups categorized as free users will be charged the current fair rental rate for any event for which admission is charged or donations are solicited.

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- (12) Community youth organizations that provide for athletic, recreational, music and art, and core curriculum educational activities, subject to the requirements of Administrative Procedure 9229, as applicable
 - (13) Regular business meetings of employee-related organizations, such as:
 - (a) Administrators Association San Diego City Schools (AASDCS)
 - (b) American Federation of Teachers (AFT)
 - (c) California School Employees Association (CSEA)
 - (d) National Education Association (NEA) San Diego support personnel
 - (e) Parent-Teacher-Student Association (PTSA)
 - (f) Professional Educators of San Diego
 - (g) San Diego Schools Police Officers Association (POA)
 - (h) San Diego Federation of Teachers
 - (i) San Diego Education Association (SDEA)
 - (j) Other approved employee organizations
 - (14) Boy Scouts, Girl Scouts, Good News Clubs or similar youth groups. Each child in attendance at these meetings or functions must have written parental permission to attend. The written permission form must describe the purpose of the meeting or function and the activities to be conducted. These permission forms must be kept at the meeting or function and must be available for review by district personnel. Failure to comply with these permission slip requirements may result in loss of meeting privileges.
- b. **Direct cost recovery use.** Applies to groups that are not authorized free use and whose purposes are not in conflict with the educational programs or goals of the district. These groups may be charged for direct cost recovery provided no admission or donation is charged for the activity.
 - c. **Fair rental value use.** Applies to groups that use school facilities or grounds for entertainment, meetings, or classes for which admission is charged or contributions are solicited and the net receipts are not expended for charitable purposes or for the welfare of district students. Facilities use requested by churches for the purposes of conducting of services are included in the fair rental value use category. Fair rental value includes direct costs plus the amortized costs of the facilities or grounds used for the duration of the activity. Amortized costs are computed on replacement costs per square foot over 40 years based on hours of use per year.
 - d. **Commercial use.** Applies to users who do not qualify for free use, direct cost recovery, or fair rental rates. These groups are charged commercial rates. Generally,

commercial use includes meetings conducted by commercial businesses, entertainment events for which admission is charged and whose proceeds do not benefit students of the district, activities of private individuals or companies without tax-exempt status, and other similar uses.

4. **Limitations on Use of Facilities.**

a. **Use of rooms and areas.** Nonschool groups are generally restricted to use of the following facilities:

- (1) Classrooms
- (2) Assembly rooms and auditoriums
- (3) Gymnasiums
- (4) Dining rooms and cafeteria kitchens
- (5) Playgrounds, athletic fields, and parking areas, subject to the limitations set forth in Administrative Procedure 9229

b. **Use of equipment/furniture.** Nonschool groups are not authorized to use school audiovisual or instructional equipment. They may use housekeeping furniture such as chairs and tables however, state law forbids lending or removing furniture, equipment, and other items from the premises. To the extent district support staff is required for use of special equipment, the user shall be required to reimburse the district for the cost of the support staff.

5. **Security.** Civic center users are required to ensure reasonable levels of security and the safety of the campus, protect district property, enforce applicable municipal ordinances and ensure the rules and regulations of the district are enforced. The level and type of security can vary depending upon the event, and the district shall have the sole discretion to determine the level of security needed for each proposed event, including requiring the user to employ School Police Services personnel to monitor adjacent or nearby district property. School Police Services shall be notified of any civic center application that may draw a very large crowd or may be controversial in nature.

6. **Unauthorized uses of district property** include:

a. Aiding any religious purpose or denominational doctrine or instruction.

- (1) *Exception* – Temporary use may be granted for the conduct of religious services or classes, upon such terms and conditions as the Board of Education deems proper, including payment of fair rental rates.

b. Use of school facilities by any organization, group or individual that illegally discriminates on the basis of race, religion, creed, color, marital status, veteran status, sex, sexual orientation, gender identity, national or ethnic origin, age or disability.

c. Uses that could result in picketing, rioting, disturbing the peace, or damage to property.

- d. Sale of foodstuffs in competition with, or interfering with, school cafeteria operations.
 - e. A meeting of any group whose purpose is to overthrow the government of the United States or that of the State of California.
 - f. Other uses prohibited by law.
7. **Authority and Responsibility of Site Principal.** The principal assigned to a site (day or evening) is authorized and responsible to approve a request for any proposed use of facilities at his or her campus, subject to the restrictions contained in this Administrative Procedure and Administrative Procedure 9229, where applicable. The principal shall be further responsible to ensure the event is managed in accordance with district rules and regulations and applicable municipal ordinances pertaining to public gatherings. If a principal must be absent when a civic center use is held, he/she may assign a designee to assume full responsibility for all property being used by a school-related or nonschool group.
- a. Principal-approved use during normal school hours by faculty or any group approved for free use need not be coordinated with the Rentals Office.
 - b. Principal-approved use of auditoriums after school hours for purposes directly connected with the school program shall be communicated to the Rentals Office to prevent duplicate scheduling.
 - c. School-related groups such as the PTSA or school foundations using facilities after hours must secure permits for use from the Rentals Office.
8. **Special Uses of District Facilities.** Rates for unusual uses shall be determined by the Rentals Office using the civic center rate schedule as a guide.
9. **Tax-Exempt Status.** A letter or tax exemption certificate issued by the Internal Revenue Service (IRS) pursuant to Section 501 of the US Revenue and Taxation Code or an exemption issued by any agency of the state, shall be required to demonstrate tax-exempt status.
10. **Use of Promoters for Fundraising Events.** The following requirements apply to commercial firms conducting activities on district property for profit, a portion of which benefits the district and/or its students.
- a. Promoter must obtain a permit from the Rentals Office and pay an administrative fee of \$100.
 - b. Promoter must obtain a letter from the school or booster group that an agreement has been reached between the promoter and the school/booster group regarding a satisfactory percentage of the activity's profits to be donated for the benefit of the district and/or its students. The percentage to be donated should be stated. The promoter must submit this letter to the Rentals Office. When such evidence has been provided, the promoter will not be charged for the use of the facility except as noted in Section C.10.c.
 - c. Promoter must pay the following costs:

- (1) Any cost incurred by the district as a result of the activity including, but not limited to, custodial overtime, extra custodians, cleanup, and repairs not done by the promoter.
 - (2) A refundable damage/cleaning deposit, the amount of which is to be determined by the extent of district facilities utilized and nature of use.
 - (3) The commercial rate, specified in the civic center rate schedule, when admission fees or contributions are not expended for the welfare of the district and/or its students, or for charitable purposes, and a promoter or paid entertainer participates in the proceeds.
- d. Promoter must provide evidence of liability insurance in the amount specified by the district.

D. IMPLEMENTATION

1. **Request to Use Facilities.** All school site use requests should be directed to the site principal.
 - a. **Site Principal.**
 - (1) The site principal is authorized to approve use of site facilities before 5:00 pm on days that school is in session for school purposes or by groups approved for free use, and need not coordinate with the Rentals Office. If the site kitchen is to be used, refer to Administrative Procedure 9217.
 - (2) Requests for use of school site facilities or other district facilities shall be referred to the Rentals Office:
 - (a) for facility use before 5:00 pm after school is out by groups not approved for free use, or
 - (b) for facility use after 5:00 pm on days when school is in session and any time on days when school is not in session by all groups.
 - b. **Rentals Office approvals.**
 - (1) The Rentals Office shall be responsible to prepare the required permit and provide a copy to the requester and the site principal and retain a copy in its files.
 - (2) When an event is approved by the Rentals Office, the site principal upon receipt of copy of permit from the Rentals Office, shall designate a custodian or other person, if necessary, to supervise building and to open and secure school property before and after the event.
 - (3) If the use of site kitchen or serving facilities is requested, the Rentals Office shall direct the requester to the Food Services Department in accordance with Administrative Procedure 9217.

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2. **Cancellation of Use.** Cancellation of scheduled use for after school hours must be reported to the Rentals Office as soon as possible, preferably seven days in advance, to ensure timely cancellation of custodians or other employees and to release the facility for other use.

E. FORMS AND AUXILIARY REFERENCES

1. Rental Request Form, available from the Rentals Office, or on the district website at <http://www.sandi.net/Page/39250>
2. Application and Permit for Use of School Property, available from the Rentals Office
3. Civic Center Use Rules and Regulations, available from the Rentals Office
4. Civic Center Rate Schedule, available from the Rentals Office, or on the district website at <http://www.sandi.net/Page/39250>

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff



ADMINISTRATIVE PROCEDURE

CATEGORY: **Community Relations**
SUBJECT: **Use of Athletic Fields and Lighted Stadiums at Senior High Schools**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing use and maintenance of athletic fields and lighted stadiums on district campuses (excluding those fields that have been leased to or are subject to joint use agreements with the City of San Diego).
2. **Related Procedures:**

Classroom Safety	5150
Civic Center Use of Buildings, Grounds and Equipment	9205
Recreation Agreement between the City of San Diego and the District	9225

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies E-2300, E-2350, G-3000, G-4500, K-4000, K-4010, and K-4040; various joint use and recreation agreements between the district and the City of San Diego; Board action of 7-29-14 regarding use of district fields and stadiums; San Diego Municipal Code 44.0304.1; California Education Code §38130 *et seq.*
2. Under the Civic Center Act (Education Code §38130 *et seq.*), organizations, clubs and associations formed for recreational, educational, political, economic, artistic or moral purposes are permitted by state law and district policy to use school buildings and grounds. Civic center use must be subordinate to and not interfere with the instructional program or other public school purposes. Such use may be on either a free or a rental-charge basis.
3. **Animals on School Grounds.**
 - a. Joint Use Areas: Releasing or walking animals on private or public property for purposes of relieving themselves is prohibited (San Diego Municipal Code 44.0304.1).
 - b. Non-Joint Use Areas: Due to health and safety concerns, all dogs are prohibited on school grounds, both during and after school hours, unless needed for an approved instructional program under the strict control of qualified instructors or handlers. Stray animals should be isolated from children, who must not be permitted to handle these animals (Administrative Procedure 5150).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Real Estate Department.
2. **Prioritization in the Use of District Athletic Fields and Lighted Stadiums.** Use of district athletic fields and lighted stadiums shall be managed in a way that maximizes benefits to the school and its students, yet minimizes negative impacts to the surrounding community, and shall be prioritized as follows:
 - a. Use by the school for its own programs and activities
 - b. Use by other cluster schools

- c. Use by other district schools outside the cluster
 - d. Use by non-district schools
 - e. Use by community organizations and community associations
 - f. Use by other groups including for-profit entities
3. **Site-specific Use Policies.** The Board of Education may adopt site-specific field use policies that take into consideration the specific needs and constraints of a particular campus, including the specific needs and practices of the school, the adequacy and condition of the facility, the physical location of the site, the needs of the community, the impact of the proposed use on the surrounding community, and the extent to which negative impacts to the surrounding community can be mitigated by the employment of reasonable restrictions. All high schools shall have a Field Use Policy which applies to all field events.
4. **Use by Outside Entities.** Requests by outside entities to use district athletic fields and/or lighted stadiums shall be processed in accordance with Administrative Procedure 9205. Upon receipt of a facilities use request from an outside group, the Rentals Office shall consider whether the proposed use is appropriate for the requested facility, considering the potential impact on the school and the community, the availability of sufficient parking, security, custodial services, restrooms and other services needed to accommodate the use. The Rentals Office may direct an outside group to the facility most appropriate for the proposed use, taking into account the above factors.
5. **Fees.** In addition to those fees typically assessed under Administrative Procedure 9205, users of athletic fields and stadiums may be assessed the cost to the district to operate the field or stadium, including reimbursement for utilities, repairs, maintenance and other costs where measurable.
6. **Natural Turf Field Use and Maintenance.** Physical Education (PE) Departments and landscape personnel may plan the isolation of portions of fields for periodic heavy maintenance during the year, especially in the summer for football fields. To maintain natural turf fields in usable condition, users must adhere to the following:
- a. **School Programs.**
 - (1) Fields are reserved for exclusive use of schools Monday through Friday, including evenings.
 - (2) Where sprinkler system controllers exist, watering is completed at night. (Since no Sunday contracts are issued, fields are thoroughly watered on Saturday nights.)
 - (3) Fields are not to be used after substantial rains to avoid severe damage to grass. The site principal and the appropriate zone landscape services supervisor are responsible for this control.
 - (4) On days when fields are fertilized and watered-in, there will be at least one day of non-use.

- (5) It is the PE instructor's responsibility to:
 - (a) Control classes on mowing day for student safety.
 - (b) Keep PE equipment away from sprinkler heads.
 - (c) Adapt football practice to avoid heavily worn areas.
 - (d) Schedule practice for other sports (e.g., softball, soccer, lacrosse, field hockey) and marching units on decomposed granite areas as often as possible.
- (6) Nondistrict users shall not be permitted to assign or sublease use of the athletic fields.

b. Nondistrict Users with Recreation Contracts.

- (1) No contracts will be authorized for Sunday use of any natural turf field, unless excepted for a particular event by the site principal's written request to the Rentals Office. Fields are posted with these conditions.
- (2) Contracts for other sports (e.g., baseball and softball) *practices* shall be permitted *only* on decomposed granite areas; Saturday *games* may be permitted on natural turf fields.
- (3) Pop Warner football may request contracts for Saturday *games*; daily *practice* shall not occur on natural turf fields.
- (4) Base anchors or pitching rubbers shall *not* be installed on school ball diamonds without express permission of district personnel and approval as to location and type.
- (5) Nondistrict users must assume responsibility for spectators and participants to protect banks and other landscaped areas and for cleaning up litter.

D. IMPLEMENTATION (See Section C.)

1. **Posting of Rules.** A summary of the rules set forth in the Field Use Policy shall be posted at the entrance(s) to the athletic field(s) so that attendees are aware. The posted sign shall also warn field users that failure to comply may result in revocation of the user's permit or denial of requests for future field use.
2. **A calendar of events** shall be posted under a separate tab on each school's website so that the surrounding community members can easily view the schedule of field activities. The tab shall include information such as the approximate times of the events and a phone number or email address for information or questions.

E. FORMS AND AUXILIARY REFERENCES

1. Rental Request Form, available from the Rentals Office, or on the district website at <http://www.sandi.net/Page/39250>

SUBJECT: **Use of Athletic Fields and Lighted Stadiums at Senior High Schools**

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2. Application and Permit for Use of School Property, available from the Rentals Office
3. Civic Center Use Rules and Regulations, available from the Rentals Office

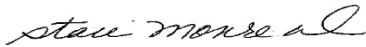
F. REPORTS AND RECORDS

G. APPROVED BY

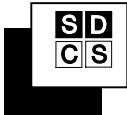


General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6230

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CATEGORY: **Students, Rights and Responsibilities**

EFFECTIVE: **1-29-62**

SUBJECT: **Conduct of Student and Adult Spectators**

REVISED: **12-27-02**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing conduct of students and adult spectators at high school athletic contests.
2. **Related Procedure:**
Performing groups, 7-12 4375

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2350, H-5000, H-6000, I-4400.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Sportsmanship Code:** (Recommended by students and adopted by City League)
 - a. **Students should set a good example** and should quickly condemn poor conduct on the part of other students or adults. To this end they should:
 - (1) Represent the school and demonstrate good sportsmanship.
 - (2) Recognize that a school's reputation is more valuable than any game won.
 - (3) Respect the property of the school and the authority of all school officials.
 - (4) Learn the rules of various athletic games.
 - (5) Respect and cooperate positively with cheerleaders.
 - (6) Accept decisions of officials without question.
 - (7) Recognize and applaud an exhibition of fine play or good behavior by any team or player.
 - (8) Be considerate of injured players of both teams.

- b. **A good sport is courteous, fair, and respectful** and:
- (1) Never belittles opponents or cheers their misfortune.
 - (2) Respects colors of the opposing school.
 - (3) Never boos or cheers a penalty.
 - (4) Remains quiet when free throws in basketball are attempted.
 - (5) Never “counts the score” aloud.
 - (6) Gets acquainted with as many members of the opposing school as possible.
3. **Rallies.** There shall be no night or off-campus rallies, demonstrations, bonfires, or similar activities associated with the interscholastic athletics program, or after any athletic contest.
4. **Mechanical noisemakers** are not to be permitted. Noises or noisemakers that might be confused with signals of officials shall not be permitted. Megaphones are to be used by uniformed cheerleaders for positive home crowd control.
5. **Bands and Marching Units**
- a. **Football games.** Band of host school is responsible for music; pep band from opposing school may attend free if prior arrangements have been made with host school. In such cases, visiting band will perform from the stands and will be governed by the following rules:
- (1) A band is the responsibility of instrumental director.
 - (2) Pep bands will not exceed thirty (30) members.
 - (3) Members will not wear regular band uniform; band jackets are permitted.
 - (4) Visiting band will alternate performances with host band.
 - (5) Bands will perform only during time-outs, between quarters, and after scores.

- (6) During half time, pep bands will play only after field show.
- (7) Host band will have right-of-way for the entire performance.
- (8) Guest band will play Alma Mater before host band by prior agreement.
- (9) Amplifiers may be used at the discretion of instrumental director and site principal. Excessive volume will not be permitted.

b. **Basketball Games**

- (1) Only host school will provide a band, which will be under the supervision of school's instrumental director.
- (2) Bands shall not exceed fifteen (15) members.
- (3) Bands will play only before games, between quarters, and during half time. Activities of cheerleader and band should be coordinated.
- (4) Time-out periods should be reserved for cheering sections.
- (5) Guest cheering section will sing Alma Mater first.
- (6) Amplifiers shall not be used by pep bands.

6. **Cheering Sections**

- a. **Yells** should be terminated immediately when team breaks huddle.
- b. **Cheerleaders** should discourage impromptu or unsportsmanlike yells. Only positive booster or spirit signs and posters with no direct or indirect negative reference to opponents will be permitted.
- c. **Cheering sections** should alternate in performing yells.
- d. **At basketball games**, song and cheer leaders should not interfere with warm-up drills of teams on the playing floor.
- e. **After completion of game**, song and cheer leaders should stay for completion of both schools' Alma Maters by prior agreement.

SUBJECT: **Conduct of Student and Adult Spectators**

NO: **6230**

PAGE: **4 OF 4**

EFFECTIVE: **1-29-62**

REVISED: **12-27-02**

7. **Song and cheer leaders** shall observe approved standards of decorum at all times. (Procedure 4375) Offensive cheers, chants, and provocative and/or inciting acts or negative noises are not to be permitted.

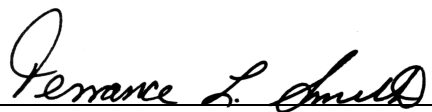
D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Interscholastic Athletic Program Handbook, City Conference

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education

RENTAL REQUEST FORM

Date: _____

School: _____

Facility: _____

Activity: _____ Estimated Attendance: _____

- | | | | | | |
|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Charging for Event | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Non-Profit (if yes, copy of tax exempt letter required) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Security Needed | | | Podium |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Projection Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Light System |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Microphone | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Outside Staging Area |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sound System | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Outside Area for Concessions |
| Other: _____ | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

Date(s): _____

Hours: _____

(Including set up and clean up time)

Organization: _____

Address: _____

Name: _____ Contact Phone No: _____

E-Mail: _____

As soon as we receive your request we will contact the school for availability and approval. **Please call this office (not the school) if you do not hear from us after 2 weeks.**

Rates depend on the organization's status (profit or non-profit). To be considered as a non-profit organization, a copy of your 501(c) tax exempt letter from either the Internal Revenue Service or the Franchise Tax Board is required.

PROPERTY USE INSURANCE LIMITS

Persons requesting use of District property facilities, or personnel must sign a hold harmless agreement and provide evidence of liability insurance with limits of at least \$2,000,000 per occurrence / \$4,000,000 general aggregate for bodily injury and property damage. An additional insured endorsement must be included naming the San Diego Unified School District 4100 Normal St. San Diego, CA. 92103, its officials, agents, and employees as additional insured. A certificate of insurance, along with the **additional insured endorsement**, must be sent to S.D.U.S.D., 4100 Normal St. Annex 2, San Diego, CA, 92103 Attn: Rental Department. The District reserves the right to modify such limits, at its discretion, based upon a review of the proposed use and/or permitted activity and will consider reductions and/or waivers of the insurance requirements on a case by case basis. Examples of property uses where full insurance waivers may be granted include: civic, community, and club meetings with attendance of fewer than 50 persons; low-risk instructional classes, etc.

A cashier's check or money order may be required for payment if less than 10 working days prior to the event. Make check payable to San Diego Unified School District.

E-MAIL TO rentals@sandi.net

Permit For Use of School Property



Receipt # 58531
 Printed Date: 03/23/16
 Household #: 2779

San Diego Unified School District
 Real Estate Management
 4100 Normal St. Annex 2
 San Diego CA 92103
 Phone: (619)725-7354

Soccer Shots
 4645 Ruffner St.
 Suite N
 San Diego CA 92111
 jim@soccershots.org

Wk Ph: (619)987-8527

Facility Reservation Details

Facility: **0175-Lindbergh/Schw, Grass Area**
 Reserv. Contact: **Jim Hill, WK(619)987-8527**
 Reserv. Number: 16553 Status: Firm
 Purpose: AFTER SCHOOL ENRICHMENT
 Anticipated Count: 12

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
10/01/2015	Thu	3:55 P to 4:40 P	18.50	0.00	0.00	0.00	18.50

Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50
PERMIT FEE	10.00	1.00	0.00	0.00	10.00

10/08/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

10/15/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

10/22/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

10/29/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

11/05/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

11/12/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

11/19/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

12/03/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

12/10/2015	Thu	3:55 P to 4:40 P	8.50	0.00	0.00	0.00	8.50
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Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
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Permit For Use of School Property

Receipt # **58531**
Printed Date: **03/23/2016**
Household #: **2779**

ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50
12/17/2015 Thu	3:55 P to 4:40 P		8.50	0.00	8.50

Fee Details:

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
ENRICHMENT CLASS	8.50	1.00	0.00	0.00	8.50

Processed on 03/23/16 @ 08:25:58 by DB

FEES CHARGED ON NEW LINE ITEMS (+)	103.50
HH DEPOSIT/VISIT CHARGED	0.00
TOTAL DUE	103.50
NEW FEES PAID ON THIS RECEIPT (-)	0.00
NEW DEPOSIT PAID (-)	0.00
TOTAL PAID	0.00



Permit For Use of School Property

Receipt # **58531**
 Printed Date: 03/23/2016
 Household #: 2779

CIVIC CENTER USE RULES AND REGULATIONS

The primary purpose of school facilities is to support the educational program of this school district. Citizens or associations not a part of the educational program of this school district who qualify under the law may use school facilities as permittee providing that the use in no way interferes with use by this school district. Any permit for the use of school facilities issued under this policy is subject to the conditions that the school district expressly reserves the right to unilaterally change or revoke the permit in part or entirely without notice should the facilities for which a permit has been issued be for conflicting dates or be needed for any school purpose whatsoever.

The Board may act as a fact-finding body and hold public hearings at which all interested citizens may appear and present facts in support of, or in opposition to any proposed use or the continuation of a prior permitted use. The Board may require that it be furnished reasonably in advance with a complete program, with copies of all speeches and addresses and script of any entertainment proposed to be given on school property to assist in determination whether the proposed use will be in violation of law or of these Rules and Regulations. The Board may, in the exercise of its discretion refuse to permit a proposed use or the continuation of a prior permitted use of school facilities if the Board concludes, with or without hearing, that such use is prohibited by law, or that such use will result in picketing, rioting, or other disturbances of the peace, or in damage to the property, any of which will render it unfit for or will interfere in any way whatsoever with its proper use for school purposes.

Any person signing for a permit to use school facilities on behalf of any organization must be a member of such organization and unless he is a duly qualified and acting officer thereof, must present written authorization from the organization. Any written authorization made under this policy, and all representations pertaining thereto, may be considered as remaining in effect for one year after date of the granting of the permit. Permission to use school facilities may be granted in accordance with a schedule of commercial and non-commercial charges adopted by the Board on terms prescribed by the Superintendent.

Churches or religious organizations may be permitted to use school facilities at scheduled FAIR RENTAL VALUE rates to conduct religious services for temporary periods where such churches or religious organizations have no suitable meeting place for the conduct of such services, in accordance with law.

Any citizen or organization using school facilities under this policy shall save and hold free and harmless the school district, its Board, the individual members thereof, and all district employees or agents from any loss damage, liability, cost or expense that may arise during or be caused in any way by such use of school facilities.

Each citizen or organization applying for a permit to use school facilities shall, as a condition for the issuance of the permit, file the following statement:

The PERMITTEE, BY SIGNING THE PERMIT, states that, to the best of his or her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime including, but not limited to, the crime specified in Sections 11400 and 11401 of the California Penal Code. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

A permittee using school facilities under this policy shall agree to strictly observe and fulfill the conditions listed below:

1. A Cashier's Check or Money Order is required if payment is less than 15 working days prior to the event.
2. A payment must be made no later than 7 working days prior to the event or permit will be cancelled.
3. No public meeting or entertainment may be permitted to reflect in any way upon United States Citizens because of their race, color or creed.
4. No smoking may be allowed on school property at any time.
5. No alcoholic beverages may be allowed on school property at any time.
6. No vending or selling of any article may be allowed on school property at any time unless previously approved.
7. No food or confections may be served in school auditoriums and classrooms at any time unless previously approved.
8. No social dancing by non-school groups may be allowed, except where such groups are under the sponsorship of a governmental agency or such dancing is incidental to a function held for members of an organization and the purpose of the organization is other than that of providing opportunity for dancing.
9. No school furniture or equipment may be removed or displaced without permission from and under the supervision of the school district employee in charge. Any damage to school district property shall be paid by permittee except when such damage is caused by an employee of the district. Permittee is responsible for the protection and care of all school district property in his charge.
10. Except as otherwise provided herein, no use of school property may be permitted for or in aid of any religious purpose, nor shall any sectarian or denominational doctrine be taught, or instruction thereon be permitted, directly or indirectly, at any meeting in school property.
11. No inflatables allowed on district property without prior authorization.
12. Signage is only allowed on District property during your permitted event.

DECLARATION



Permit For Use of School Property

Receipt # **58531**
Printed Date: 03/23/2016
Household #: 2779

As of the date of permit, pursuant to Sections 38130 -38139, Education Code of the State of California, the San Diego Unified School District of San Diego county, California, hereinafter called DISTRICT, does hereby permit the applicant, hereinafter called PERMITTEE, the use of the school facilities of District described herein for the above specified hours and dates, provided however, that permittee expressly agrees hereby that use of the aforesaid facilities is subject to and dependent upon the conditions imposed by law and district's rules and regulations. Permittee hereby acknowledges receipt of a copy of this permit on which said conditions are plainly printed. A violation or infraction of said conditions by permittee will constitute sufficient cause for district to take whatever action against permittee that district considers appropriate; such action may include, but is not limited to, the immediate cancellation of this permit and disapproval of future applications to use district's facilities by permittee.

STATEMENT OF INFORMATION

By signing the permit, the permittee states that to the best of his or her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;

That the organization on whose behalf he or she is making the application for use of school property, does not, to the best of his other knowledge, advocate the over throw of the government of the United States of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalties of perjury.

"NOTICE OF TAXABLE POSSESSORY INTEREST" The terms of this document may result in the creation of a possessory interest. If such interest is vested in a private party to this document; the private party may be subject to the payment of personal property taxes levied on such interest.

Failure to abide by the rules, regulations, and laws applicable to public school district property, students, or school-related activities may result in revocation of your rental agreement and/or a report to the appropriate agency.

Please have a copy of your permit on hand at your event

- Should a problem arise and staff is not available on site or by phone, call School Police at (619) 291-7678.
- A charge of \$40.00 per hour will be charged to this permit if excessive cleanup is required after the event.

Please mail or take a copy of the signed permit, insurance requirements and payment to:
San Diego Unified School District
Attn: District Cashier Room 3251
4100 Normal Street, San Diego, CA 92103
Cashiers Hours - M-F: 7:30 am- 3:30 pm

I, the above named applicant, have received a copy of, read, understand and agree to abide by the "Civic Center Use Rules and Regulations" and certify or (declare) under penalty of perjury that the foregoing is true and correct.

Signed: _____
Applicant/Permittee Date

Permit granted by: _____
(office use only) Date