



ADMINISTRATIVE PROCEDURE

CATEGORY: **Community Relations**

SUBJECT: **Use of District Facilities for Bingo**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the use of school buildings, grounds, and equipment by certain qualified nonprofit organizations for bingo games.
2. **Related Procedures:**
 - Civic center use of building, grounds, and equipment 9205
 - Use of cafeteria facilities 9217
 - District Safety and Security 5000
 - Overtime Authorization and Compensation for Classified Employees 7426

B. LEGAL AND POLICY BASIS

1. **References:** Board policy: D-3000, D-3800, D-5000, G-1000, G-1001, G-3000, G-4500, G-6000, J-4500, K-4000, K-4010, K-4020, K-6500, K-7000; Education Code Section 48930; California Penal Code Section 326.5; San Diego Municipal Code Sections 33.3401-33.3411.
2. **Law and Policy**
 - a. Under the Civic Center Act, organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral purposes are permitted by state law 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.
 - b. **Board policy, K-4020, permits** the use of school buildings, grounds, and furniture for bingo fund-raising activities by certain qualified nonprofit organizations whose purpose is supporting the school where the bingo games are located.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Real Estate Management, Physical Plant Operations, Auxiliary Services.
2. **Rental.** Full rental, based on the Fair Rental Value Rate Schedule, shall be charged for these income-generating activities.

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3. **Liability.** The district is not responsible for matters relating to bingo games and shall be indemnified and held harmless by such organizations. Liability insurance shall be provided as required by the district's Risk Management Department. 4.
District Involvement. The district is not to be involved in the operation of such activities in any way, including holding funds related to bingo.
 5. **Scheduling.** Activities shall not interfere or conflict with district educational or extracurricular programs; therefore, such games shall occur only after school or on nonschool days.
 6. **Rooms.** Bingo shall not be conducted in classrooms or offices. All rooms and facilities to be used must be identified in the civic center use permit. Use of additional space must be approved through a revision to the permit.
 7. **Prohibitions.** Smoking and alcohol are prohibited anywhere on school district property.
 8. **Proceeds.** All proceeds from such activities shall accrue to the nonprofit organizations with the exception of the civic center rental fees, which are payable to the district prior to use.
 9. **Compliance.** Nonprofit organizations planning to implement bingo at schools shall be required to provide full assurance to the district that they comply with the provisions of this procedure and related policy. No waivers of the procedure shall be given by principals or any other district employee. Such waivers can only be approved by specific vote of the Board of Education.
 10. **Security.** Adequate site security shall be provided by the applicant as determined by the district, as specified in Procedure 5000
 11. **Cleanup.** Activities should cease in time to allow for adequate cleanup and closing by the applicant during the rental period. Custodial overtime charges will be assessed, if deemed necessary, by the Real Estate Management staff at the approved civic center rate, as specified in Procedure 7426.
 12. **Food Services.** District food services space and equipment will not be utilized unless expressly approved by the district and paid for based on the Fair Rental Value Rate Schedule and Standard Rules for Use of Cafeteria Facilities, as specified in Procedure 9217.
 13. **Setup.** Setup and takedown of furniture and equipment shall be the responsibility of the applicant unless otherwise allowed by the permit and paid for by the applicant.

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NO: **9206**

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EFFECTIVE: **8-28-92**

REVISED: **12-13-11**

D. IMPLEMENTATION

1. The applicant must obtain a license as required from the City of San Diego and comply with all provisions of the City of San Diego Municipal Code, California Penal Code Section 326.5, as well as all state and federal laws. Applicant must provide district with a copy of said license.
2. The applicant must comply with all requirements of the State Civic Center Act and related procedures of the San Diego Unified School District (Procedure 9205 and related procedures).

E. FORMS AND AUXILIARY REFERENCES

1. Rental Request Form
2. Civic Center Act Permit

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff