

Rules, Regulations & Policies:

1. The Business Office and Purchasing Departments are the authorized District Representatives for reservation purposes. Applications for use of school facilities may be obtained from either Department or the school site. No photocopies of this form will be accepted.
2. Application forms should be filled out completely and returned to the requested school site for approval.
3. School facilities are not available on such days and during school hours when required for school use. There may be occasions when approved use is rescinded because of school or District needs which may arise after approvals are granted.
4. No liquor, narcotics or tobacco, vaping (NO SMOKING) shall be permitted on school premises. This includes grounds, campus, parking lot area, sports fields, as well as indoor facilities. Violation will cause denial of future use of facilities to sponsoring organizations at which such use occurs.
5. Sponsoring organizations shall be responsible for conduct of activities and participants at the activity of which they have made reservations. Use privileges will be revoked if proper conduct is not maintained by the sponsoring organizations. Facilities will be left clean and free of trash & debris. Necessary custodial services and other services shall be reimbursed by the sponsoring organization along with any other expenses incurred by the District.
6. Juvenile organizations shall have appropriate adult sponsorship and supervision at all times during use of school facilities.
7. Free use of facilities is granted to certain organizations under Education Code provisions known as the Civic Center Act. In some cases, although no hourly rental fees will be assessed, salary reimbursements for special needs (services of custodial staff, turning off alarms, cleaning, restroom supplies, grounds, cleanup, processing fee, etc) may require reimbursement by the sponsoring organization.
8. A two hour minimum deposit will be required for the event. No food or drinks may be brought in unless special permission has been granted, and such approval noted on the Use of Facilities Application by the site's administrator.
9. Any false information or misrepresentation of facts regarding the use of facilities may result in cancellation of your request to the use of facility and will result in possible denial of future use.
10. Reports of misbehavior or failure to follow policies and procedures established in this request for use of facilities by any participants at your activity will require a campus security officer at future events and costs of such officer will be charged to the requesting organization.
11. Traffic laws are strictly enforced on all school grounds per Ed. Code 21113 (a), (b), (c), (d).
12. **Event is to be paid in full before event** with cash or cashier's check made payable to AESD, Business Office located at 11824 Air Expressway, Adelanto, CA.. 92301. Event will be paid at estimated hours. Refunds for less than one full hour will NOT be issued. Events going over allotted time will be invoiced for balance due.

Additional Conditions For Use

1. Certificate of General Liability Insurance (\$1,000,000 per occurrence) naming the Adelanto Elementary School District as an additional insured, must be attached to the application unless an up-to-date certificate is already on file in the Business Office or Purchasing Department. The Certificate must be received 48 hours prior to the event.
2. All functions shall commence no earlier than 8:00 a.m. and close by 9:30 p.m. on Saturdays, Sundays and Holidays unless special permission is secured in advance from the Superintendent.
3. Only the Board of Education can authorize payment to District employees for services rendered on behalf of an organization using school facilities. No group, organization, or individual may donate a gift to anyone as a consideration for services performed while on duty as an employee of the Adelanto Elementary School District.
4. Custodian/Security Ratios will apply.
5. Organizations needing to use the facilities **after 6 pm on regular school day** or weekends & holidays will be charged 2 hr. min custodial rate to open/close facility. This will apply to ALL four (4) groups. An exception to this rule may be granted for groups using the fields.
6. ***Organization shall only occupy the room/space that they have been approved for. For example: if approved to us a classroom you can only occupy that classroom NO EXCEPTIONS! Failure to comply may result in denial of future Use of Facilities requests with the District.***

Use of Facilities Policy, Regulations & Fees

Adelanto Elementary School District



Purchasing Department
11824 Air Expressway
Adelanto, CA. 92301

Tel: (760) 246-8691

Fee Schedule

2 Hour Minimum Deposit **REQUIRED**
 Event is to be **PAID IN FULL**
 Prior to event- Cash or Cashier's check only

Rates listed below are hourly:

	Group #1	Group #2	Group #3	Group #4
Multipurpose Room	N/C	\$77	\$100	\$125
Classroom	N/C	\$32	\$42	\$51
Gym	N/C	\$77	\$100	\$125
Fields*	N/C	\$20	\$26	\$32

*(playgrounds/parking lots)

Equipment *To be determined on an as needed basis*

Kitchen** Any use of the kitchen or its equipment requires a food service worker to be present (2-hour minimum) Food service worker required on site during duration of kitchen/equipment use *no exceptions*.

****Kitchens Restricted Use Only
 Call for Availability**



Salary Reimbursement

Service	Rate Per Hour
Custodian	\$45
Grounds Personnel	\$35
Food Service Worker	\$35
Security	\$35

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Fee Categories

Group 1- Free Use (Non-Profit, Youth-Serving Groups)

The Board shall not charge any room fees for the use of school facilities or grounds for groups that meet after a school day, when an alternative location is not available, for activities of non-profit organizations and clubs or association which promote youth and school activities. Examples of groups that qualify for free use are:

- Any District sponsored event
- School Sponsored groups or clubs
- City of Adelanto
- City of Victorville
- PTA/PTO
- Booster Club Events
- Boy Scouts/Girl Scouts
- Sports Teams (Youth)- 50% AESD students
- Police/Fire where event benefits AESD students
- Registrar of Voters
- Community Senior Citizen Groups
- Kiwanis/Lions/Rotary, etc. where the event benefits AESD students

Group 2- Non-Profit- Direct Cost (Community Groups that charge Fee/solicit contributions)

“Non-profit rental cost” shall apply to those organizations who charge admission fees or solicit contributions and the net proceeds are not totally expended for the welfare of the students of the District.

- Churches or religious organizations

Group 3- Fair Rental Value-Commercial Use

Use of facilities for commercial purposes shall apply to all citizens, associations, clubs or organizations which are not qualified for classification in Groups 1 or 2 above. Any monies received may be used for purposes other than the welfare of the students in the District.

Group 4-Fair Rental Value- Commercial Use

Use of facilities for commercial purposes shall apply to all citizens, associations, clubs or organizations which are not qualified for classification in Groups 1 or 2 above. Any monies received may be used for purposes other than the welfare of the students in the District

- Sports Teams-Adults
- Private Educational Agencies or Institutions
- Local Businesses or Industrial Organizations
- Private dance Clubs/Karate/Baton/Cheer/Drama

Organization Responsibilities

- Proof of \$ 1,000,000 liability insurance naming the Adelanto Elementary School District as additional insured.
- Proof of 501 (c) 3
- Do not cut locks, chains, fences or damage equipment.
- Use only the facilities you requested
- Violation of these rules will result in denial of future use.
- Site administrator **ONLY** signs that facility is available. Approval to use facility is not complete until CBO gives final authorization.
- Requests may not be submitted more than 6 months in advance by organizations outside AESD.
- It is your responsibility to arrange for delivery, maintenance, removal and payment of portable restrooms for outdoors activities. (Business Office or Purchasing Department must approve of these being brought to the site.)

Liabilities and Damages

Organization agrees to pay for damages and injuries due to an unsafe use or misuse of school facilities, and agrees not to hold the District liable for injuries, damages as a result of misuse of equipment or failure to follow procedures and safety rules.

The AESD reserves the right to refuse the use of District facilities if the request is more than the District will be able to handle. The following list includes examples of prohibited activities:

- Activities forbidden by law or education code
- Consumption of alcoholic beverages/smoking/vaping
- Air rifles or pistols, BB guns, flow guns, dart guns
- Animals of any kind
- Bows and Arrows
- Guns
- Fires of any type
- Golfing/Skate Boards/Model airplanes or cars
- Moving equipment such picnic tables/benches/site trash cans