

**RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES UNDER THE**  
**CIVIC CENTER ACT**  
***(Education Code Sections 40040-40047)***

The following rules and regulations governing the use of school facilities under the Civic Center Act will be used by the Superintendent or designee in administering the Board's policy contained in OPG 10.1 Rev: 3

1. The use of school facilities is restricted to the uses specified in OPG 10.1 Rev: 3.
2. Any use beyond those specified in OPG 10.1 Rev: 3 will require Board approval.
3. The Superintendent shall encourage and assist those activities specifically authorized in OPG 10.1.
4. Groups using school facilities under the Civic Center Act shall protect school property from damage or mistreatment. The cost of repairing any damage to school property shall be borne by the user group.
5. Groups using school facilities (buildings and/or grounds) shall be responsible for the preservation of their order during use.
6. Civic Center use of school facilities (buildings and/or grounds) shall not interfere with the use of said facilities for schoolwork.
7. Civic Center use shall not be inconsistent with the use of the school and its grounds.
8. Consumption of, sale of, alcoholic beverages on school premises is prohibited under Section 25608 Business and Professions Code.
9. Meetings with programs advocating the overthrow of the government by force of violence are forbidden. A "Statement of Information" is required along with the application for use of school plant. Forms are attached and are part of these rules and regulations.
10. The general public may not be excluded from attending and observing the meeting or recreational activities or organizations using public school facilities under the Civic Act.
11. Applications for the use of school buildings and/or grounds shall be made in writing at the Business Office Administration Building, located at 2120 Euclid Avenue, East Palo Alto, CA, at least three days prior to the proposed date of meeting. These applications must be signed by the persons authorized to represent the group or organization concerned, and must state exact requirements, hours, date of commencement, and if the permit is to cover one meeting or over a period of time. The application will be kept on file in the Business Office. With the approval of the application, a permit will be issued. One copy directed to the organization making the request, one copy to the custodian of the school concerned, and one copy kept on file in the Business Office. Director of MOST shall also have a copy.
12. All permits will be issued for specific hours at the conclusion of which time the organization must leave the school premises. Facilities shall not be used after 10:00 pm.
13. Should an organization desire to cancel a permit, the Business Office must be notified at least 24 hours prior to the time for which the permit has been granted. Failure to give this notice will result in the refusal or revocation of permits for future use.
14. It shall be the duty of the custodian in charge to see that there are no violations of these regulations on the part of the user. The custodian shall report to the Superintendent or designee of all such violations.

15. The user to indemnify and hold the Ravenswood City School District harmless against all liability damages, loss, cost and expense of any nature whatsoever, arising out of injury to or death of any person, or damage to the property of the Ravenswood City School District or any person resulting in whole or in part from the acts of the user, his agents or employees, or arising out of the users operations.
16. The use of the kitchen is prohibited by the Civic Center Act.