

AVAILABILITY

1. Subject to district policies and regulations (BP/AR1330), school facilities and grounds are available to citizens and community groups as a civic center as specified in Education Code 32282, 38131.
2. All school-related activities and programs shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis. The District reserves the right to revoke a use of facilities permit at any time.
3. Civic Center activities shall be scheduled during non-school hours.
4. The district may exclude certain school facilities from non-school use for safety or security reasons.

APPLICATION FORM

1. An online Facility Use application must be completed and approved for each event scheduled after the normal school day, weekends, days when school is not in session and holidays. Use of facilities is typically not authorized during summer break or on district holidays.
2. Separate applications are to be completed for each location requested.
3. To request Facility Use visit the District's website at [www.psusd.us/Departments /Business Services/ Maintenance & Operations/Links-Forms](http://www.psusd.us/Departments/Business%20Services/Maintenance%20&%20Operations/Links-Forms).
4. Person applying for the use of school property on behalf of any society, group, or organization shall be a member of the applicant group and, unless he or she is an officer of the group, must present written authorization from the applicant group to make the application.
5. The request must first be approved by the school principal or designee, who will note whether the requested date and time is available and acknowledge that the event does not conflict with any school educational program. The application will then be routed to the Maintenance & Operations Administrator for further processing, applicable fees and final approval.
6. A representative of the school district shall be present on school property whenever an authorized activity is taking place. Applicable labor charges shall apply. Exceptions may be granted with approval of the District Superintendent or designee.
7. Theater use requires a District Auditorium Technician to operate equipment.
8. Once approved, the permit serves as a contract between the school district and the applicant and **MUST** be with you at all times during the event. Without a reservation confirmation use will be denied.
9. All permits shall expire on June 30th of each year and a new request must be submitted on an annual basis.
10. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
11. No permits for use of district fields shall be granted for a period exceeding six (6) months in any given school year.
12. Applications must be submitted at least two (2) weeks in advance but not earlier than one (1) year prior to the proposed event date.
13. Applications received during summer and district holiday periods may experience longer delays in processing.

INSURANCE, HOLD HARMLESS AND INDEMNIFICATION

1. District requires that you provide a Certificate of General Liability Insurance naming **Palm Springs Unified School District, 150 District Center Drive, Palm Springs, CA 92264** as the Certificate Holder with a minimum \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage and must be provided fourteen (14) days prior to permitted event. Insurance is mandatory and there are "**No Exceptions**".
2. District has the right to re-evaluate minimum insurance requirements due to the nature of your activity or event taking place on District property.
3. Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)
4. Any group or organization driving their autos on campus must provide current auto insurance.
5. To the fullest extent permitted by law, applicant shall defend, indemnify and hold harmless District and its Board, officers, agents, employees, and volunteers against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of Applicant's use of District facilities, regardless of any active or passive negligence on the part of the district, its Board, officers, agents, employees, and/or volunteers.

CANCELLATION

1. Notification of cancellation must be submitted to the Maintenance & Operations Use of Facilities Coordinator at least seventy-two (72) hours before the scheduled time of use to avoid full charges. User Groups may not contact school staff directly with these types of requests to facility schedules.
2. Theater/Auditorium requires thirty (30) business days written notice of any cancellation to avoid full charges.

FEES AND CHARGES

1. Fees will be based on the current fee schedule which is available by visiting the District's website at [www.psusd.us/Departments /Business Services/ Maintenance & Operations/Links-Forms](http://www.psusd.us/Departments/Business%20Services/Maintenance%20&%20Operations/Links-Forms).
2. Group II and III users are subject to a one-time \$10.00 Processing Fee per school year (refundable if not approved). The fee is not a deposit and will not be applied towards user charges.
3. Maintenance & Operations Use of Facilities Coordinator will determine proper fees for User Groups.
4. All fees including rental, custodial and security must be paid in advance of the scheduled use and no later than ten (10) business days prior to the event.
5. There is a four (4) hour minimum rental on weekends and holidays.
6. Fees charged pursuant to this schedule may not be substituted by donations or other arrangements with the school or program.
7. Non-profit groups requesting Group II rates shall provide legal documentation of non-profit status (501(c) (3), rosters and any other additional information regarding Organization upon request.
8. For those Groups that qualify as "Group I" users under the Civic Center Act, necessary energy charges may apply. Restrictions may apply regarding use and will be at District discretion.
9. All items are singular i.e. "Field" = ONE playing field; "Gym" = ONE Gym, etc.
10. There is no multiple room/area discount offered.
11. Set-up & tear-down is to be included with facility use requested time and will be charged regular usage fees.
12. Any overdue invoices with your Organization must be settled before any new use will be approved.

GENERAL RULES OF USE

1. All District Facilities must be vacated by 10:00 pm unless prior authorization is granted.
2. Use is limited to the specific facilities, dates, times and equipment as requested and approved in the agreement.
3. All events shall close at least 15 minutes before the time approved on the permit to allow the building to be completely vacated.
4. No alcoholic beverages, liquor, drugs, smoking, vaping, use of tobacco products, possession of guns/weapons, fireworks or open flames are permitted in any school building or on any school district property.
5. No animals allowed on school property except as permitted by Board Policy 6163.2
6. Profane language and gestures, quarreling, fighting, gambling and loud or offensive music is prohibited.
7. All groups/organizations shall leave school facilities and property in the same order and condition in which they found them and must be protected from damage and mistreatment. All resulting damage will be billed to the organization/group on record.
8. No pins, nails, or staples may be used on the walls, ceilings, furniture and fixtures. The use of tape is limited to blue "painters" tape.
9. PSUSD will not be responsible for losses of personal property by individuals or groups when buildings are being used for a permit activity.
10. User Groups are not to occupy any other areas or operate any school equipment than that specified and approved in the permit.
11. User Groups are to use designated parking spaces only. No parking is allowed on sidewalks, grass areas or inside a campus without prior authorization.
12. Any group or organization using school facilities shall do so in such a manner that guarantees the safe operation of those facilities including compliance with all state and local fire, health and safety laws and regulations.
13. No storage is allowed on school grounds without prior authorization, and any equipment owned by the user group must be removed after each use of the facility.
14. Inflight operations, including drones, unless specifically linked to curriculum and approved in advance is not allowed. All FAA guidelines apply.
15. Outside grills, BBQs, stoves and other devices on school grounds that are not controlled or cleared by the fire marshall are prohibited.
16. Trampolines, rodeo activities, pyrotechnics, fire works, and the likes are prohibited on school grounds.

ACTIVITIES PROHIBITED

1. Promotion of activities subversive to the laws of the United States or any subdivision thereof, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.
2. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds or equipment is prohibited.
3. Commercial advertising is prohibited.
4. Shared use is prohibited.

SECURITY

1. Security may be required as a condition of use depending on type and size of event.

KITCHENS

1. Any kitchen use shall require a PSUSD food service staff member to be present at the expense of the applicant. A separate application for kitchen use must be submitted to the Nutrition Services Department. See [Kitchen Use Terms and Conditions](#).
2. Use or access to kitchens on school sites by community or non-Nutrition Service Personnel require approval by the Director of Nutrition Services.

FIELD USE

1. Restrooms are REQUIRED for outdoor events exceeding sixty (60) minutes duration or longer. Rates are reflected in the fee schedule.
2. Temporary painting/chalking of field must be pre-approved by Maintenance & Operations staff.
3. Fields are rented PER field. User Groups may not use additional fields beyond what the permit states.
4. Storage containers used for athletic equipment require preauthorization.
5. Damage beyond normal wear and tear or failure to leave grounds in a clean condition after use can result in terminating the organization's permit. Expenses incurred by the District for repairs or cleanup will be billed to the user group.
6. Use of district playing fields shall not be permitted during periods of rain or when fields remain wet following rain and when use would be harmful to the playing field.
7. Fields are typically closed and not available during the summer.

POOL USE

1. All civic center user requests must read and sign the Pool Use Guidelines document. See [Pool Use Guidelines](#).

CLASSIFICATION OF USERS

1. Group I users are exempt from paying the application and rental fees. Group I users are Palm Springs Unified School District groups and organizations organized to directly promote PSUSD activities. Applicable charges apply for personnel overtime at the current contract rate. District reserves the right to assess appropriate utility charges for all use.

Examples of Groups that qualify for exempt use are:

- District sponsored events
- School-sponsored groups, clubs and student body organizations
- School connected groups (e.g. PTA, PTO, PTG, Booster clubs, etc.)
- School community advisory councils
- Employee bargaining units and/or organizations
- Registrar of voters
- Community emergency/disaster shelters (e.g. Red Cross)

2. Group II users pay Direct Cost Fees - Group II users are groups which expend their net proceeds for the benefit of Palm Springs Unified School District students or other charitable purposes. To qualify for Group II, they must be registered with the state of California with a 501c3 and 51% of the group participants must reside within the school district boundaries.

Examples of groups that fall under this category are:

- Colleges
- Clubs with 501c3 status
- Associations with 501c3 status
- Governmental agencies

3. Group III users pay Fair Rental Value Fees - Group III users are not-for-profit organizations and for profit organizations that generally use school facilities for commercial purposes which do not expend their net proceeds for the benefit of Palm Springs Unified School District students. Other organizations not eligible as Group I or Group II under the Civic Center Act also are Group III users.

Examples of groups that fall under this category are:

- Private educational agencies or institutions
- Commercial educational support groups
- For profit businesses/business organizations (e.g. studios, entertainers, promoters, etc.)
- Adult/business recreation leagues
- Churches or religious organizations as provided for in Education Code 38134

4. Group IV users pay a Sliding Rental Fee Percentage - Group IV users are non-profit organizations, or a club or an association organized to promote youth and school activities. To qualify 80% of the group participants must be Palm Springs Unified School District students, provide a financial statement, submit a roster with names, addresses, school attending for each student, and provide a Certificate of General Liability Insurance.

Qualified Groups are eligible for a sliding fee discount as follows:

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| Bubbling Wells Elementary Cabot Yerxa Elementary Della S. Lindley Elementary Edward L. Wenzlaff Elementary Julius Corsini Elementary Two Bunch Palms Elementary Desert Springs Middle Painted Hills Middle Desert Hot Springs High | Agua Caliente Elementary Cathedral City Elementary Landau Elementary Rio Vista Elementary Sunny Sands Elementary James Workman Middle Nellie N. Coffman Middle Cathedral City High Mt. San Jacinto High | Cahuilla Elementary Katherine Finchy Elementary Vista del Monte Elementary Cielo Vista Charter Raymond Cree Middle Desert Learning Academy Palm Springs High | Rancho Mirage Elementary Rancho Mirage High |
| Sliding Fee - 82% | Sliding Fee - 74% | Sliding Fee - 72% | Sliding Fee - 62% |