

# INFORMATION BULLETIN

**San Diego City Schools**

No. 5

October 6, 2005

Distribution: Lists D, E, and F

Information for site principals. For additional information, contact the person listed at the end of each entry.

## ALL SCHOOL PRINCIPALS

### **CIVIC CENTER USE OF SCHOOL FACILITIES BY SCHOOL PARTNERS WITH BOARD-APPROVED PARTNERSHIP AGREEMENT**

School partners may utilize school facilities at no cost as long as the activity is noncommercial in nature and does not advertise the business. The activity must also be free to the participants unless all of the proceeds from admission charges or contributions solicited are expended for the welfare of the pupils of the district. The activity must also be scheduled at times when custodial staffs are on duty, otherwise charges will be levied based on the specific facilities used and the length of use. In the event that the school partner's activity is occurring during normal school hours, the principal can approve the use and it need NOT be coordinated with the district's Rental Office. Civic Center permits must be issued to school partners for activities occurring at a school site before or after normal school operating hours.

**Please contact Virginia Lee of the District's Rental Office at 858-637-6204 for issuance of the civic center permit, or for any questions you might have regarding school partner's use of school facilities.**

---

Published each Thursday. Items for inclusion are to be sent to the Communications Office, Room 2145, by noon each Monday for consideration. **Circulars and Bulletins will ONLY be posted on our web site. No hard copies will be sent by mail.**

---

*"The mission of San Diego City Schools is to improve student achievement  
by supporting teaching and learning in the classroom."*