

INFORMATION
BULLETIN

No. 3

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Distribution: Lists

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 (Administrative Procedure 9205.) 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 the District's Rental Office at 858-637-6202** for issuance of the civic center permit or for any questions you might have regarding school partner's use of school facilities.

Distribution lists: D, E, and F