



CHULA VISTA ELEMENTARY SCHOOL DISTRICT APPLICATION FOR PERMIT FOR USE OF FACILITIES

APPLICATIONS FOR USE OF FACILITIES FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

Q: *Can any organization rent any school facility?*

A: Any facility (not joint-use) during non-school hours not in use by the students or staff is available for rental. All facility use is at the discretion of, and under the supervision of, the site administrator.

Q: *Are there insurance requirements for facility rentals?*

A: Yes. Proof of liability insurance must be submitted with the facility request.

- Coverage must provide general liability insurance in the minimum amount of \$1 million.
- Documentation must name the Chula Vista Elementary School District as an additional insured.

Q: *What are the costs involved with renting facilities?*

A: The rates vary depending on facilities needed, on-site staff requirements, and type of organization requesting use. The rates are listed on the Facility Use Rate Schedule. All fees are due prior to facility use.

Q: *Can my organization use any facilities for storage while renting them?*

A: No. Facility rental includes only the actual use time. There are no provisions for storage.

Q: *How do I get into the building for my event?*

A: A custodian will unlock the facility for you. Keys to buildings or facilities are not issued to organizations renting facilities.

Q: *May I rent a classroom for a meeting?*

A: Yes, but meetings are not restricted to classrooms. Multi-purpose rooms may be better suited to larger meetings.

Q: *May I rent the field for soccer practice?*

A: Yes. However, field use may be limited by maintenance schedules, and fields are generally not available when school is not in session unless a custodian is on site.

Q: *May I rent a school facility during weekends or school breaks?*

A: Yes. Facility use when school is not in session requires the presence of a custodian. If a custodian is not available to supervise the requested use, the request will be denied. If the assigned custodian cancels the assignment after the use has already been approved and another custodian cannot be found to take the assignment, the use may be revoked.

Q: *How do I cancel a reservation?*

A: Please contact the school site at least 72 business hours prior to your scheduled date. Cancellation fees may apply if insufficient notice is given.

CHURCHES

Q: *Our church would like to rent a school for church services. Is this available also?*

A: Yes, churches may use our sites on a temporary basis on the weekends and evenings, and are charged the Fair Rental Rate. Please note that events occurring outside of the normal custodial work day require a dedicated custodian be available for the organization using the site. Should a custodian be unavailable, the use would be denied. If an assigned custodian cancels the assignment after the use has already been approved and another custodian cannot be found to take the assignment, the use may be revoked.

Q: *May we advertise our services being held at the school?*

A: You are allowed to post church signage on District property on the day of your service(s) so long as the signage does not cover any school signage. Church signage must be removed from the District property at the conclusion of your service(s).

FUNDRAISERS

Q: *Does the District rent facilities for fundraisers?*

A: Yes, non-profit organizations may hold fundraising events at our sites. Games of chance, lotteries, raffles, etc. are not allowed on District property except for fundraising events of the District parent-teacher organizations or student organizations, as permitted under state law at appropriate sites. Alcoholic beverages, tobacco, and restricted substances are never allowed on school property.

PERSONAL USE (Birthdays, Weddings, etc.)

Q: *Would it be possible to hold a birthday party or a wedding at a school?*

A: Family reunions, wedding receptions, bar mitzvahs, anniversaries, birthday parties, etc. are not considered appropriate for facility rentals.

Please refer to the District **Rules and Regulations** and **Statement of Information and Agreement** for more information.