



Rules and Regulations for use of School Property
for Public Purposes and as a Civic Center

1. All applicants for permits for the use of school property must sign the "Statement of Information" as prescribed by Baypoint Preparatory Academy.
2. Use of school facilities shall not interfere with the regular school work or the activities of the school.
3. The hours specified on a permit shall determine the length of time the school property may be used, and special permission must be obtained from the Site Administrator issuing the permit before any extension of time may be allowed.
4. School premises shall not be used by groups later than 10:00 p.m., except by special permission.
5. Each meeting place shall be under the immediate control of the Site Administrator of the school. The Site Administrator will see that the Board Rules are followed.
6. Whenever school facilities are used for other than school purposes, it may be necessary that a representative of the school shall be in attendance during the entire period of such use and such costs shall be borne by the user in conformance with Board policy unless an exception is specifically granted by the Board, or unless the cost is charged to the Community Services account.
7. All meetings qualifying under the provisions of the Civic Center Act shall be non-exclusive and shall be open to the public.
8. School premises shall not be used by any person or group as its political campaign headquarters for any purpose.
9. No permit for the use of school property shall be granted to any individual or group for any purpose which would reflect in any way upon citizens of the United States because of their race, color or creed.
10. No persons or organization, other than the permitter, shall distribute any literature or any other item or article at a civic center meeting.
11. Baypoint Preparatory Academy and the individual members of the Governing Board shall be held free and harmless from any loss, damage, liability, cost and expense that may exist or arise during the use of said premises by the contracting party or parties from any cause whatsoever. Toward this end, all applicants must sign the School hold harmless agreement.
12. There will be NO SMOKING in any school building. Intoxicating beverages are not allowed on school premises.

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13. No school furniture or apparatus may be removed or displaced by any person, persons, or organization without permission from, and under supervision of the schools Site Administrator; and any furniture or apparatus so displaced must be replaced to the satisfaction of the custodian by the party, parties, or organization responsible for the removal thereof before their departure from the school building.
14. School property must be protected from any damage or mistreatment and each group must be responsible for the condition in which it leaves the school property. In case school property is damaged, it shall be paid for by the organization which has use of the building.
15. School furniture, equipment, apparatus, etc. may not be removed from the school premises at any time.
16. Amendments can be made regarding fee structure at the discretion of the Site Administrator.



SCHOOL FACILITY USE

School facilities are available for use by youth sports organizations, educational clubs, and non-profit groups. Fees vary and are subject to approval by the Executive Director. Permits to use school facilities are available at the front desk.

All applicants requesting use of Baypoint Preparatory Academy facilities must submit a Certificate of Insurance and an Indemnity and Hold Harmless Agreement form.

The Certificate of Insurance should include the following:

- Name Baypoint Preparatory Academy as Additional Insured and include endorsement page
- Name Baypoint Preparatory Academy as Certificate Holder, 26089 Girard St., Hemet, CA 92544
- Insurance must carry \$1 million minimum of commercial general liability.

The Indemnity and Hold Harmless Agreement form should be attached to your application and must be fully completed, signed and dated.

Please ensure that all sections of the application are completed before submission. All requests can be submitted at the site where you want to hold your event. For questions regarding use of facilities or to request an Application for Facility Use to use Baypoint Preparatory Academy's facilities, please call Terri Marek at 951-658-1700 or email her at tmarek@baypoint.academy.

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