



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9206

PAGE: 1 OF 3

CATEGORY: **Community Relations**

EFFECTIVE: **8-28-92**

SUBJECT: **Use of District Facilities for Bingo**

REVISED: **5-05-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the use of school buildings, grounds, and equipment by certain qualified nonprofit organizations for bingo games.
2. **Related Procedures:**

Civic center use of building, grounds, and equipment	9205
Use of cafeteria facilities	9217

B. LEGAL AND POLICY BASIS

1. **References:** Board policy: D-3000, D-3800, D-5000, G-1000, G-1001, G-3000, G-4500, G-6000, J-4500, K-4000, K-4010, K-4020, K-6500, K-7000; Education Code Section 48930; California Penal Code Section 326.5; San Diego Municipal Code Sections 33.3401-33.3411.
2. **District Policy**
 - a. **Board of Education policy** permits organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral purposes to use school buildings and grounds. Regular school district programs shall have first priority on use of district facilities.
 - b. **Board policy permits** the use of school buildings, grounds, and furniture for bingo fund-raising activities by certain qualified nonprofit organizations whose sole purpose is supporting the school where the bingo games are located.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Acquisition and Asset Management Department, Facilities Management Branch.
2. **Rental.** Full rental, based on the Fair Rental Value Rate Schedule, shall be charged for these income-generating activities.
3. **Liability.** The district is not responsible for matters relating to bingo games and shall be indemnified and held harmless by such organizations. Liability insurance shall be provided as required by the district's risk manager.

4. **District Involvement.** The district is not to be involved in the operation of such activities in any way, including holding funds related to bingo.
5. **Scheduling.** Activities shall not interfere or conflict with district educational or extracurricular programs; therefore, such games shall occur only after school or on nonschool days.
6. **Rooms.** Bingo shall not be conducted in classrooms or offices. All rooms and facilities to be used must be identified in the civic center use permit. Use of additional space must be approved through a revision to the permit.
7. **Prohibitions.** Smoking and alcohol are prohibited anywhere on school district property.
8. **Proceeds.** All proceeds from such activities shall accrue to the nonprofit organizations with the exception of the civic center rental fees, which are payable to the district prior to use.
9. **Compliance.** Nonprofit organizations planning to implement bingo at schools shall be required to provide full assurance to the district that they comply with the provisions of this procedure and related policy. No waivers of the procedure shall be given by principals or any other district employee. Such waivers can only be approved by specific vote of the Board of Education.
10. **Security.** Adequate site security shall be provided by the applicant as determined by the district.
11. **Cleanup.** Activities should cease in time to allow for adequate cleanup and closing by the applicant during the rental period. Custodial overtime charges will be assessed, if deemed necessary, by the Acquisition and Asset Management Department at the approved civic center rate.
12. **Food Services.** District food services space and equipment will not be utilized unless expressly approved by the district and paid for based on the Fair Rental Value Rate Schedule and Standard Rules for Use of Cafeteria Facilities, as specified in Procedure 9217.
13. **Setup.** Setup and takedown of furniture and equipment shall be the responsibility of the applicant unless otherwise allowed by the permit and paid for by the applicant.

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D. IMPLEMENTATION

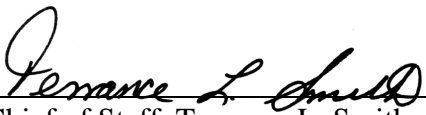
1. The applicant must obtain a license as required from the City of San Diego and comply with all provisions of the City of San Diego Municipal Code, California Penal Code Section 326.5, as well as all state and federal laws.
2. The applicant must comply with all requirements of the State Civic Center Act and related procedures of the San Diego Unified School District (Procedure 9205 and related procedures).

E. FORMS AND AUXILIARY REFERENCES

1. Civic Center Act Permit

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education