

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Asst. Superintendent, LSS
Issue No: 2
Date: 3/11/02
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Reference:

- ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**
- 6.20 MAINTENANCE AND OPERATION
OF FACILITIES**
- 6.21 PUBLIC USE OF SCHOOL
FACILITIES**
-

SECTION 6.21.4 District/Non-District-Sponsored Activities

Faculty members have often participated in summer activities that involve students from the schools. The purpose of this procedure is to clarify the differences between District-sponsored activities and activities sponsored by outside organizations, and to provide guidelines for each type of activity.

District-Sponsored Activities: District-sponsored activities are those that are supervised by District staff who are being paid by the District for supervising the activity. Summer activities that fit into this category are those operated through Adult Education or the District Summer School program. Facilities requests are to be routed through and coordinated by Adult Education or the school site staff. District-sponsored activities have priority over all other facility uses.

Non-District-Sponsored Activities: Activities sponsored by organizations other than the District are considered to be outside activities, even if the person is employed by the District in another capacity. Such activities would include, but are not limited to, the following:

- Summer camps sponsored by parent booster organizations.
- Summer camps sponsored by individual coaches.
- Other activities where the proceeds are directed to individuals or organizations other than the District.

Persons involved in non-District sponsored summer activities should observe the following guidelines:

- Apply for facilities directly through the Maintenance and Operations Department. Appropriate fees will be charged. Applications should be made as an individual or as an organization, not as an employee of the District. Equal priority is given to all other community users of facilities.
- No equipment or uniforms that belong to the District shall be used.
- Promotion efforts shall make it clear that the activity is not District sponsored. No promotional activities are allowed on school premises. Use of school names, logos, or mascots is not permitted.
- Individuals and organizations using District facilities as outside organizations are not covered by District workers' compensation or liability insurance. Such coverage is the sole responsibility of the sponsoring individual or organization.

Where athletic activities are involved, San Diego CIF guidelines pertaining to off-season practice and competition shall be observed. If there is any question regarding off-season guidelines, the San Diego Section CIF office should be consulted.