



LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL BRANCH • STUDENT AUXILIARY SERVICES
Civic Center Permit Administration Office
 5607 Capistrano Avenue, Woodland Hills, CA 91367

TO PERMITTEE:

DATE: 03 FEB 2010

KARI HASELTINE
 5858 SHOUP AVE
 WOODLAND HILLS, CA 91367

CIVIC CENTER PERMIT NUMBER	P7202 *
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BUS: 818 883-3262 RES: 818 883-9370

CIVIC CENTER
 YOUTH SERVICES

Subject to the provision that the Board of Education reserves the right, in the event that the use of the facilities granted herein interferes with their use for school purposes, to assign different facilities or to revoke this permit in its entirety, your request to use school facilities has been granted as follows:

	[ORGANIZATION	L.A. CITY PARKS/KNAPP RANCH
	[TYPE OF ACTIVITY	YOUTH - T-BALL COACH PITCH
SCHOOL →	[SCHOOL	HALE MS - 6 SOFTBALL DIAMONDS
	[TIME	SEE BELOW:
	[DAY	WED / THU (4:00P-7:30P) & (1) SAT 3/06
	[DATE	MAR. 03, 04, 06, 10, 11, 17, 18, 24, 25, 2010 APR. 07, 08, 14, 15, 21, 22, 28, 29, 2010 MAY. 05, 06, 12, 13, 19, 20, 26, 27, 2010 JUN. 02, 03, 09, 10, 16, 17, 23, 24, 30, 2010

FACILITY NOT AVAILABLE: 3/27-4/04/10 & 5/29-5/31/10.

FAILURE TO ARRIVE WITHIN TWO HOURS OF SCHEDULED STARTING TIME WILL CONSTITUTE FORFEITURE OF PERMIT AND FEE.
 GROUP RESPONSIBLE FOR CLEAN-UP OR BE SUBJECT TO CANCELLATION
 CIVIC CENTER COVERAGE AUTHORIZED.

THE PERSON OR GROUP TO WHOM A PERMIT FOR THE USE OF SCHOOL PREMISES IS ISSUED SHALL BE RESPONSIBLE FOR LOSS OR DAMAGE TO SCHOOL DISTRICT PROPERTY OR FOR PERSONAL INJURY OR PERSONAL PROPERTY DAMAGE SUSTAINED BY ANY PERSON AS A RESULT OF THE ACTIVITY. THE BOARD OF EDUCATION ASSUMES NO RESPONSIBILITY FOR ANY INJURY THAT MAY OCCUR.

PERMIT DOES NOT AUTHORIZE TIME FOR CUSTODIAL SERVICES. GROUP IS RESPONSIBLE FOR CLEAN UP OR WILL BE CHARGED FOR CLEANING FACILITY. PERMITTEE MUST FOLLOW THESE INSTRUCTIONS. INFRACTION MAY CAUSE CANCELLATION AND/OR REFUSAL OF FUTURE REQUESTS.

At the beginning of the meeting(s), you shall request those present to repeat audibly the pledge of allegiance to the flag of the United States of America. Immediately following this, a statement must be read informing those in attendance that the Board of Education is not sponsoring the meeting and is neither approving nor disapproving what is to be said at the meeting, and also informing them as to the name and nature of the organization holding the meeting and the purpose for which the meeting is held. Any form of announcement or advertisement regarding activities held on school property for non-school purposes must include the following statement: "This activity is neither sponsored by nor is it in any way connected with the Los Angeles United School District." If announcement is in printed form, statement must appear in equally large and prominent type.

This permit is issued with the understanding that the event will open and close at the exact time shown, that the School District Representative on duty shall be the immediate authority on all matters, and that the permittee shall be held responsible for enforcing these and all rules on the reverse side of this permit.

Please note that written requests for future use of school buildings must be received in this office not less than fourteen days before the date of any proposed activity.

TAKE THIS PERMIT WITH YOU TO THE SCHOOL

CIVIC CENTER PERMIT OFFICE

PERMITTEE

Student Auxiliary Services

RULES, REGULATIONS AND RESTRICTIONS GOVERNING THE USE OF SCHOOL BUILDINGS UNDER CIVIC CENTER PERMITS

Board Rule 1302: The use of school buildings and grounds may be granted to citizens and to organizations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts. These citizens and organizations may engage in supervised recreational activities, or may meet and discuss any subjects and questions which appertain to the educational, political, economic, cultural, artistic and moral interests of the citizens of the communities in which they reside.

Regulations and Restrictions:

1. Use of school facilities shall not interfere with the conduct of the school program.
2. School premises shall not be used later than 11 P.M. by non-school groups or during the hours that school is in session except upon special permission of the principal and the permit issuing office. Any granted exceptions will result in additional fees.
3. There will be no smoking within any building or in any other place on the school site.
4. Meetings shall be non-exclusive, and shall be open to the general public, and shall be conducted in the English language; provided, however, that for good cause shown, meetings may be conducted in a foreign language if an interpreter will be present to make any interpretations requested during the course of the meeting.
5. School premises shall not be used by any person, group or organization as a political campaign headquarters for any purpose.
6. Permits for the use of cafeteria for the serving of food may be issued only with the consent of the Principal and the approval of the Food Services Branch.
7. All school property shall be left in the same order, condition and degree of cleanliness as existed at time of entry, or the permittee will be assessed cleaning charges.
8. No admission fee may be charged and no fee or contribution collected or solicited when facility has been granted free of charge.
9. Nothing shall be sold, offered or advertised for sale on school premises unless permittee is a proven non-profit youth organization.
10. No gratuities, contributions or donations shall be given to or accepted by school district staff as consideration for permit issuance [Board Rule 1314 (g) & (h)].
11. Compliance with LAUSD Office of Environmental Health and Safety activity guidelines and all applicable governmental Health and Safety Codes is required.
12. Lighted candles and any device having any form of open flame are prohibited, and material or device which constitutes a fire hazard is expressly prohibited.
13. No structures may be erected or assembled on school premises, nor may any electrical, mechanical or other equipment be brought thereon unless special approval has been obtained from the Maintenance and Operations Area Office.
14. The Principal of the school shall assign each permittee a facility of minimum size necessary for the activity and shall have immediate control of each activity. In case of an infraction of the Board of Education rules, the Principal will file a written statement and further permits may be withheld.
15. A Civic Center Permit does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment. Arrangements for the supervision, operation and payment for any student body equipment made available shall be made with the Principal of the school.
16. The use of profane language, possession of or use of intoxicating liquors or narcotics, quarreling or fighting, betting or other forms of gambling, card playing, conducting a raffle or lottery are prohibited. No activity shall be conducted which constitutes a violation of any Federal, State or local law.
17. A sign not larger than 24 inches by 48 inches may be posted on the school premises in the place and manner designated by the Principal. The sign shall not be posted more than one hour prior to the event and shall be removed immediately after the event. Sponsors should not expect their event to be advertised through school facilities.
18. Any facility for which a permit has been issued shall be held available for the permittee until one-half hour after the time designated in the permit for that event to begin. Notification of cancellation of events, for which there is a service charge, must be received at least 36 hours prior to the time of scheduled use, or if the permit is granted for a weekend, at least one work day prior to the time of scheduled use, if service cost, fees or deposits are to be refunded. All cancellations of requested use, whether a charge was levied or not, should be reported to the permit issuing office.
19. No street shoes of any type shall be permitted on the gym floor by participants.
20. All spectators must be seated in designated areas to watch games when seating facilities are available.
21. THE PERSON OR GROUP TO WHOM A PERMIT FOR THE USE OF SCHOOL PREMISES IS ISSUED SHALL BE RESPONSIBLE FOR LOSS OR DAMAGE TO SCHOOL DISTRICT PROPERTY OR FOR PERSONAL INJURY OR PERSONAL PROPERTY DAMAGE SUSTAINED BY ANY PERSON AS A RESULT OF THE ACTIVITY. THE BOARD OF EDUCATION ASSUMES NO RESPONSIBILITY FOR ANY INJURY THAT MAY OCCUR.

Note: if additional information is desired, please telephone (818) 587-4347.