



Facility Use Guidelines And Best Practices

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Purpose

The Education Code Section 38130 et seq., also known as the Civic Center Act¹, states that “[e]very public school facility is ... a civic center.” Accordingly, districts are frequently requested by businesses, public entities, and members of the public to provide access for use of their facilities. Such use could pose a significant premises liability exposure (in addition to wear and tear) to the district’s facilities if the use is not controlled and strictly risk managed. The goal of these guidelines is to balance the mandate for the use of school facilities as a civic center with the need to manage appropriate and safe use of school facilities while maintaining minimal liability impact to the district.

Promulgation of a Board Policy

Districts should draft, approve, and implement facility use guidelines in accordance with the Education Code:

“[t]he [D]istrict may grant the use of school facilities and grounds upon certain terms and conditions deemed proper by the governing board and subject to specified limitations, requirements, and restrictions set forth within the law.”

Development of a Facility Use Approval and Authorization Process

Districts should develop an approval and use process that includes:

1. The acceptability and availability of the facility for the proposed use,
2. Considerations associated with the type of user,
3. The acceptability of the proposed use, and
4. The costs and cost allocations (i.e., who pays for each itemized cost - the user or the district) associated with the proposed use.

Use of a Standard District Facility Use Agreement

Districts should develop and utilize standard facility use agreements. Since different indemnification and insurance standards apply to Education Code Section 38134(a) users and other users not covered by this section of the Civic Center Act, separate, standard agreements should be developed and utilized for each use type. At the end of these guidelines, there are two sample templates which the district may wish to adopt and modify as needed.

FORM 1— APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES

FORM 2—APPLICATION AND PERMIT FOR THE USE OF FACILITIES BY AN EDUCATION CODE 38134(a) USER (E.G., NONPROFITS SERVING YOUTH).

¹ A full version of the Civic Center Act is available through this link [Ed Code 38130-38139](#)

Policy

Districts should have a facility use policy to ensure that they are consistent with the Education Code/Civic Center Act. It is important that all user groups are required to adhere to the established policies. Lack of consistent and clear rules and procedures could expose districts to allegations of discrimination should other groups not be allowed to use facilities due to lax or inconsistent enforcement.

Facility use policies should include the following:

- Ranking of the priority of usage order depending upon the nature of the group:
 1. District activities
 2. Student body activities
 3. Other public entity activities
 4. Nonprofit organization activities
 5. Community activities
 6. For-profit business activities
- List of facilities available for public use and the circumstances under which they will be made available. Certain facilities should not be made available for public use, such as, offices, vocational education classrooms (woodshop, auto shop, metal shop, welding, etc.), chemistry and biology laboratories, maintenance facilities, etc.
- Require that all user groups for which Education Code Section 38134(a) does not apply complete and sign an "Application and Permit for Use of Facilities" agreeing to hold harmless the District, its officers, employees and agents from any losses which may result from the user group's facility use.

FORM 1— APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES

- **Note: This user group may be allowed alcohol service when Section 25608 of the Business and Professions Code² conditions apply** (e.g., there are no students on campus, during "non-school hours", and the District has approved such use.). If alcohol consumption is allowed, then certain terms and conditions are applicable. The district should establish a conservative buffer before and after school hours; for example, if school hours are 7:30am-4:30pm M-F, then by including a conservative buffer, school hours could be defined as 6:30am-5:30pm M-F, and weekends. The determination of the exact days and times are at the district's discretion. **Use of responsible beverage servers should be mandatory, limitations on the type and quantities of alcohol service per attendee should be enforced, and provisions for liquor liability insurance that**

² A full version of the Section 25608 of the Business and Profession Code is available through this link [Section 25608](#).

names the district an additional insured should be required. Confirm the person signing on behalf of the user group has authority to do so.

[FORM 3—DISTRICT ALCOHOL BEVERAGE SERVICE POLICY](#)

[FORM 4—DISTRICT RULES FOR SPECIAL EVENTS WHEN ALCOHOL IS SERVED\)](#)

- Require that all user groups for which Education Code Section 38134(a) applies, sign an "Application and Agreement for Use of Facilities". Confirm the person signing on behalf of the user group has authority to do so.

[FORM 2—APPLICATION AND PERMIT FOR THE USE OF FACILITIES BY AN EDUCATION CODE 38134\(a\) USER \(E.G., NONPROFITS SERVING YOUTH\)\).](#)

- Require all user groups provide insurance coverage with minimum limits acceptable to the district. The types of coverage and minimum limits required will depend upon the nature and risks inherent in the activity based upon the potential for losses and injuries. Although other types of coverage may be required, all user groups should maintain general liability coverage.
 - Wherein Education Code Section 38134(a) **applies**, a minimum general liability limit of \$1,000,000 per occurrence is recommended.
 - Wherein Education Code Section 38134(a) **does not apply**, a minimum general liability limit of \$1,000,000 per occurrence with an additional insured endorsement is recommended. The endorsement should be equivalent in coverage scope to the designated ISO form number 20 26 naming as additional insureds the District, its elected officials, trustees, officers, employees, [volunteers] and agents.
 - At times, a group requesting the use of district facilities does not have liability insurance coverage. Such groups may purchase coverage through various insurance vehicles. Please contact your ASCIP risk services consultant for details about one such program. Alternatively, the group may approach community service organizations, such as Kiwanis, Rotary, Elks, churches, foundations, booster groups, or other similar organizations, and request sponsorship from such an organization to enable the user group to have liability coverage through the sponsor.
 - Districts are sometimes asked to provide sponsorship. Since the group leaders/organizers may inadvertently become "volunteers", and any injuries or losses which may occur could become the district's responsibility, this is not recommended.
- Require reimbursement for direct costs relating to the use of the facility. These direct costs include: utilities; custodial and maintenance overtime to set up, tear down, and clean up; wear and tear, such as, extra irrigation that may be required due to the

extensive use of an athletic field, etc. The district should have a fee schedule outlining the charges to be assessed so that all costs are standardized. Fair rental value should be charged to business organizations which are making a profit from the activity, such as a commercial venture.

- Establish rules and regulations relative to the use of facilities, such as³:
 - Prohibition on the serving of alcohol.
 - Prohibition on the use of outdoor or indoor pyrotechnic devices.
 - Prohibition on the use of trampolines.
 - Prohibition on the use of firearms.
 - Prohibition on the use of mechanical amusement devices.
 - Prohibition of rebounding devices.
 - Prohibition on hazardous recreational activities as delineated in Government Code Section 831.7⁴.
 - A statement that the user group is responsible for any damage to district facilities, normal wear and tear excepted.
 - User group is responsible for providing adequate security for the activity, as deemed appropriate by the district.
 - User is responsible for inspecting the facility prior to use to identify hazards. Additionally, user shall use the facility in the current "as is" condition.
 - Any other rules and regulations deemed appropriate by the district.

³ Text in red indicates items that are optional dependent upon each district's preferences.

⁴ As used in this section, "hazardous recreational activity" means a recreational activity conducted on property of a public entity that creates a substantial, as distinguished from a minor, trivial, or insignificant, risk of injury to a participant or a spectator. A full definition of Government Code Section 831.7 is available through this link [Section 830-831.8](#)

Use of Outdoor Facilities

It is relatively easy for the district to limit the use of indoor facilities since access is easily controlled. However, more effort must be extended to control the use of outdoor facilities, such as, football fields, baseball fields, swimming pools, and playground areas during non-school hours.

The district should take steps to minimize liability exposures by encouraging groups using the outdoor facilities to go through the formal process of obtaining district approval and maintaining facilities. The following are suggested for consideration:

- Signs should be posted advising groups of the facilities use procedures, for example:
“Use of this field is by permit only. Only groups that have obtained written permission from the District have consent to use these facilities. To obtain written permission, contact _____ at the office of the school”.
- A group which has followed the procedures and received approval should have priority for use of the facility. A permission pass card authorizing the facility users' access should be issued to that group. The following is sample language which could be used:
“The _____ group has permission to use _____ facilities at _____ on _____ between the hours of _____ and _____ and has priority over all other users.”
- In lieu of a pass card, a user group designee should carry a copy of the approved application/agreement at all times.
- Facilities, which are surrounded by fencing, should have gates or other types of entrances designed to limit access to people on foot or bicycles.

FORM 1—APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES

Date of Application: _____ Requested Facility: _____
Multi-Purpose Room _____ Kitchen _____ Classrooms(s) _____ Other: _____
Month: _____ Day(s) of Month: _____ Time(s): _____ No. of Attendees: _____

Facility will be furnished "AS IS" unless requests for furniture and equipment are indicated below. If equipment is available, a fee for its use may be assessed by the Business Office according to the DISTRICT's Fee Schedule.

Equipment or Furniture needed: _____

1. What is the purpose of the meeting? _____
2. Is admission charged? Yes / No If yes, how much? _____
3. Will contributions be solicited or accepted? Yes / No If yes, how much? _____
4. Membership dues? Yes / No If yes, how much? _____
5. If yes on 2, 3, or 4 above, how will net proceeds be used? _____
6. Is supervision by school personnel necessary? Yes / No If yes, indicate positions and number of hours (attach additional pages as necessary): _____
7. Is alcohol service planned for this event? Yes / No If yes, additional terms and conditions shall apply.

(NOTE: Service: All alcohol service is on a host bar basis, beer and wine only. Service shall be by L.E.A.D trained responsible, licensed and insured beverage service provider. Alcohol service shall be by ticket only (issued by the permittee) with a limit of _____ tickets per attendee and service will be limited to the following timeframe, _____. Both the individuals serving, and drinking must be of legal age, 21 and over. (<http://www.abc.ca.gov/programs/Lead%20webpage.html>).

Liquor Liability: In addition to the general liability insurance requirement of the District, a liquor liability insurance policy with minimum limits of \$1 million per occurrence that names the District, its trustees, officers, employees, and agents additional insured is required.

Security: Depending on the size of the event, security personnel may be required.

8. Is Applicant applying for use and relationship as authorized under Education Code 38131 and 38134(a)?
Yes / No If yes, refer to District for additional terms and conditions, including some not indicated on this form.

CONDITIONS FOR USE OF SCHOOL FACILITIES: FACILITY USER agrees that the District makes no representations or warranties as to the condition of the facilities which the FACILITY USER is entitled to use, and FACILITY USER agrees to take such property and facilities "AS IS." FACILITY USER acknowledges that it shall be FACILITY USER's responsibility and obligation to assure that the property and facilities are in proper and safe condition to be used for the purpose anticipated; and FACILITY USER acknowledges that it shall be obligated to inspect such property and facilities before they are used and to take affirmative steps where necessary to warn users or rectify hazards in order to prevent injuries to property and persons. APPLICANT FOR FACILITY USE agrees to refuse the use of the property if unsatisfactory conditions are not rectified prior to scheduled use. FACILITY USER further acknowledges receipt of a copy of the DISTRICT's RULES AND REGULATIONS FOR USE OF FACILITIES. By the Applicant's signature below, the FACILITY USER agrees to abide by all rules and regulations governing the use of the District's facilities and the conduct of all meetings. FACILITY USER further acknowledges that facility use is contingent upon full compliance with these rules as well as any site rules specified by the site administrator.

ASSUMPTION OF RISK: FACILITY USER hereby recognizes and acknowledges there are inherent risks of injury or death in the activity in which FACILITY USER shall engage while using or occupying the FACILITIES. FACILITY USER hereby expressly assumes said risks of injury or death while using or occupying FACILITIES or engaged in an activity that is related to or in connection with this Application and Agreement.

INSURANCE: FACILITY USER shall provide to the DISTRICT a Certificate of Insurance evidencing the existence of a general liability insurance policy prior to the use of the FACILITIES with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and additional named insured endorsement in

favor of DISTRICT its trustees, officers, employees, and agents, whereby DISTRICT, its trustees, officers, employees, and agents will be insured under FACILITY USER'S liability insurance policy, a waiver of subrogation, a primary and non-contributory and a 30-day notice of intent to cancel, non-renew, or material change endorsement. **DISTRICT reserves the right to require additional lines of coverage depending on the event.**

ALL PERMISSIVE USERS, WHOSE USE IS NOT MANDATED BY THE CIVIC CENTER ACT, AGREE BY THEIR SIGNATURE BELOW TO HOLD THE _____ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH THIS FACILITY USE AGREEMENT. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

Applicant must submit this form to the Site Administrator fifteen (15) working days prior to the date of use to ensure time for processing. Applicant acknowledges that the District's willingness to rent this facility is contingent upon approval by the Site Administrator and by the District's Business Services Department. Permission will not be granted until all necessary documents, such as certificates of insurance, are received by the District. User will be mailed a copy of this Application and Agreement for the Use of Facilities when permission is granted, and this copy of the Agreement should be carried by the user as proof of permission for facility use.

In accordance with Education Code Sections 38135-38136, the FACILITY USER acknowledges, to the best of his or her knowledge, that the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means, and the FACILITY USER is not a Communist-action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Name of FACILITY USER's Organization: _____

Name of Representative/Agent (please print): _____

Signature of Representative: _____

Address: _____

Work Phone: (_____) _____ Other Phone: (_____) _____

PLEASE DO NOT WRITE BELOW THIS LINE

TO THE SITE ADMINISTRATOR: This request must be submitted to Business Services ten (10) working days prior to the event to ensure time for processing. Your signature indicates that the above request will not conflict with the education program and that the facility is available on the date(s) and time(s) requested.

Administrator's Signature: _____ Date: _____

Administrator's Comments or Conditions (optional): _____

Are additional conditions for facility attached? Yes / No If yes, number of pages: _____

DATE RECEIVED BY BUSINESS OFFICE: _____

APPROVED _____ **NOT APPROVED** _____ **APPROVED WITH ALCOHOL USE** .

FORM 2—APPLICATION AND PERMIT FOR THE USE OF FACILITIES BY AN EDUCATION CODE 38134(a) USER (E.G., NONPROFITS SERVING YOUTH)

Date of Application: _____ Facility: _____
Multi-Purpose Room _____ Kitchen _____ Classrooms(s): _____ Others: _____
Month: _____ Day(s) of Month: _____ Time(s): _____ No. of Attendees: _____

Facility will be furnished "AS IS" unless requests for furniture and equipment are indicated below. If equipment is available, a fee for its use may be assessed by the Business Office according to the DISTRICT's Fee Schedule.

Equipment or Furniture needed: _____

1. What is the purpose of the meeting? _____
2. Is admission charged? _____ If so, how much? _____
3. Will contributions be solicited or accepted? _____
4. Membership dues? _____ How much? _____
5. If yes on 2, 3, or 4 above, for what purpose will be net proceeds be used? _____
6. Is supervision by school personnel necessary? _____ If yes, indicate positions _____ & no. of hours _____.

This Use of Facilities Permit ("Permit") is entered into by [Name of District] ("District") and [Name of User] ("User"). The User has requested, and the District has approved, the User's use of [Specify the school and facilities covered by this Agreement], including restroom and parking facilities ("Facilities"), for the purpose(s) of [Describe Purpose(s)], a use and relationship authorized under **Education Code 38131 and 38134(a)** in that User is a nonprofit organization, a club or association (other than a public agency) organized to promote youth and school activities, or a recreational youth sports league that charges participants no more than a nominal fee wherein "nominal fee" means an average of no more than sixty dollars (\$60) per month, which will not engage in fund raising activities not designed to benefit your nonprofit organization or a public school. Neither the User, nor its employees, agents, guests nor invitees are authorized to use any other real property, or physical improvements to real property, other than the Facilities covered by this Permit. This Permit is effective from [inception date] to [termination date], unless otherwise terminated or extended by a written document executed by both parties.

Use of the facilities shall occur on dates and times mutually agreed to by the District and the User, as evidenced by a jointly executed writing. Such use shall not interfere with the District's ability to carry on educational activities, interfere with the District's ability to carry on recreational activities, or interfere with other potential users' authorized right to use District property, including the Facilities covered by this Permit. User's right to use the Facilities [is subject to a direct fee of \$_____, determined to be the operational cost to the District for the User's use of the Facilities and evidence of adequate liability insurance by means of a Certificate of Insurance.] [is not subject to a direct fee but subject to and evidence of adequate liability insurance by means of a Certificate of Insurance.]

At all times, the User, and its guests and invitees at the Facility, shall comply with the District's rules, regulations, and policies, copies of which are deemed to have been provided to the User prior to the execution of this Permit. The User and its guests and invitees shall also (a) conduct themselves in accordance with all other potentially relevant federal, state or local laws or regulations, (b) respect the District's employees, students, and property, and (c) engage in safe and appropriate behavior in an effort to avoid harm, injury, disputes or altercations with others. The User is responsible for ensuring that its Directors, Officers, agents, employees, contractors, guests, invitees, and participants, as well as any other individual who will attend or view the contemplated activities at the Facilities, comply with these requirements. User shall at all times, provide equipment and instructors trained, experienced, and otherwise suitable for the purposes of the User's intended use of the Facilities. User shall ensure that the District's property is not altered, modified or changed in any manner absent the District's express prior and written consent. Failure to comply with these obligations shall, at the discretion of the District, be a basis to immediately terminate this Permit. The District shall ensure that the Facilities are timely and properly made available for use by the User. The User waives any claim

against the District for damages relating to its use of the Facilities, including, but not limited to, theft or destruction of the User's property.

The parties understand and agreed that certain rights and obligations are governed by **Education Code Section 38134(i)**, which states: "Any school district authorizing the use of school facilities or grounds under subdivision (a) shall be liable for any injuries resulting from the negligence of the district in the ownership and maintenance of those facilities or grounds. Any group using school facilities or grounds under subdivision (a) shall be liable for any injuries resulting from the negligence of that group during the use of those facilities or grounds. The district and the group shall each bear the cost of insuring against its respective risks and shall each bear the costs of defending itself against claims arising from those risks."

Notwithstanding any other provision of law, this subdivision shall not be waived. Nothing in this subdivision shall be construed to limit or affect the immunity or liability of a school district under Division 3.6 (commencing with Section 810) of title 1 of the government Code, for injuries caused by a dangerous condition of public property. This Permit may be terminated due to the User's discontinuance of the activities contemplated by this Permit, the District's need to modify or negate the use of the Facilities in order to carry out its required or offered educational or recreational activities, the impossibility or impracticability caused by any actual or planned change, the modification or repair to the Facilities, or to circumstances affecting the safety or health of anticipated users of the Facilities. Notice of the termination of this Permit is effective on 5 business-days written notice, absent exigent circumstances requiring termination on a more expedited basis for health or safety issues.

Each provision of this Permit shall be interpreted in a manner giving meaning and purpose to each term and provision and, to the fullest extent possible, rendering the Permit, as a whole, valid and effective. If any provision of this Permit is deemed invalid, all remaining provisions shall remain effective. All issues regarding the interpretation and effectiveness of this Permit are controlled by California law [**with any disputes subject to binding arbitration, with the parties agreeing that such arbitration is to be conducted in the most expeditious and cost effective manner. The prevailing party in such an arbitration, at the arbitrator's discretion, may be awarded reasonable attorney's fees and costs**].

This is a fully integrated document, containing the entirety of the parties' agreements. Both parties must agree in writing to any change in the terms of this Permit; neither oral modification nor course of conduct will be deemed a sufficient basis to alter or change the terms of this Permit. The provisions of this Permit cannot be waived, nor shall either party rely upon the actual or alleged failure to require complete compliance with all aspects of this Permit as an excuse or basis not to carry out its own respective obligations. In accordance with **Education Code Sections 38135-38136**, the following statement shall be certified:

STATEMENT OF INFORMATION

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means; That _____, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

By Authorized Agent of the "User": _____ Dated: _____

This Permit has been duly reviewed and approved by the authorized agents of the District and User, who warrant and represent that they have the power and authority to bind their respective principals to the terms of this Permit.

By Authorized Agent of the "User": _____ Dated: _____

By Authorized Agent of the "District": _____ Dated: _____

FORM 3—DISTRICT ALCOHOL BEVERAGE SERVICE POLICY

The District may allow the possession, sale or consumption of alcoholic beverages in connection with a special event on District property upon compliance with the conditions noted below.

Governing Board Approval

The "special event" must be approved through the facility use process. "Special event" is defined as follows: a festival, show, private party, concert, theatrical production, or other event held on the premises of the District and for which the principal attendees are members of the public or invited guests and not students of the District.

Required Permits Shall Be Obtained

Some counties or cities require a temporary ABC license, a separate permit, or approval for special events when alcohol will be served. The user group designee shall contact the local agency where the event is to be held to determine if permits are required for the event, and, if so, all required permits shall be obtained.

Limitations: Number of Drinks and Serving Time

The district will determine drink limitations (i.e., number of drink tickets per guest) and mandatory service times (i.e., alcohol service from _____ p.m. to _____ p.m.). The service cut-off time shall be one hour prior to the end of the event.

Limits on Types of Alcohol

Beer, wine, malt beverages, or wine coolers are the only alcoholic beverages that may be served and/or consumed at an event. Hard liquor is prohibited.

Professional Security Personnel

Professional security personnel must be present for any event that involves the serving or sale of alcoholic beverages.

District Rules for Special Events When Alcohol is Served

The district shall establish rules and procedures involving the sale or consumption of alcoholic beverages in connection with a special event on District property. The facility user must signify his/her understanding of the rules and procedures by signing Form 4.

[FORM 4—DISTRICT RULES FOR SPECIAL EVENTS WHEN ALCOHOL IS SERVED.](#)

FORM 4—DISTRICT RULES FOR SPECIAL EVENTS WHEN ALCOHOL IS SERVED

The district is committed to the responsible and safe use of its facilities. Accordingly, the facility user shall adhere to the following rules when alcohol is served at an event on district property:

1. Professional security personnel must be present at the event.
2. No one under the age of 21 shall be in attendance at the event.
3. All attendees must provide proof of age to be allowed entrance to the event.
4. Professional security personnel will confirm the age of all attendees at the door/entrance prior to being allowed admission to the event. Acceptable documentation is a government issued a) driver's license with photo, or b) photo identification showing date of birth. In the absence of authentic identification, or in case of doubt, the attendee will be denied entrance to the event.
5. All servers and other staff shall be at least 21 years of age.
6. Servers shall not consume alcohol at the event.
7. All servers shall be informed of the terms of any permit and these rules.
8. All servers of alcoholic beverages must have completed a LEAD Program and have a copy of their completion certificate on file with the district.

(See <https://www.abc.ca.gov/programs/LEAD/Online LEAD Training.html>).

9. Servers, or staff, shall notify the event supervisor or professional security personnel immediately when an attendee shows visible signs of intoxication and discontinue service to that attendee. The supervisor or professional security personnel will notify the attendee that alcohol service has ceased and suggest an alternative refreshment.
10. If any attendee showing visible signs of intoxication attempts to leave, the event supervisor or professional security personnel will make sure that the attendee is not driving and has alternative transportation.
11. If any attendee showing visible signs of intoxication refuses to use alternative transportation, a reasonable attempt should be made to obtain the keys to his/her car. If, despite these efforts, the intoxicated attendee leaves in his/her car, the license plate number should be noted and appropriate law enforcement officials notified.
12. No server will "free pour." All liquor will be dispensed in measured quantities.
13. Drinks shall be served in containers no larger than 12 ounces.
14. No server will serve more than one drink to an attendee at one time.
15. No server will serve several drinks to the same attendee within a short interval.
16. Servers will comply with the district's number of drinks and serving time limitations. Alcohol service shall cease at least one hour prior to the end of the event:
 - a. Number of drink tickets per guest (____)
 - b. Service from _____ p.m. to _____ p.m.
17. Non-alcoholic beverages shall be available for consumption at the event. Where practicable, free water shall be provided.
18. Where practicable, food shall be available for consumption at the event.

I have read this policy statement, understand the requirements regarding responsible alcoholic beverage service, and agree to abide by all the terms and conditions.

Name of FACILITY USER's Organization: _____

Name of Representative/Agent (please print): _____

Signature of Representative: _____ Date: _____