

CCSD Facilities Usage Policy

A. CCSD Property That Is Open and NOT Open To The Public

1. The CCSD may have a **designated public forum** if it has intentionally and expressly opened its space “for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects.”
2. The CCSD may also have a **limited public forum** if any of its public facilities have been reserved for certain groups or for the discussion of certain topics but is not otherwise open for public use.
3. A person may not access or gather information on government-owned property that is not open to the general public. This type of property is known as a **nonpublic forum** in which the government can charge a person with trespass if that person enters without authorization.
4. CCSD/Government-owned civic centers and other facilities may be used for private commercial purposes. In such private leases and rent of their property, CCSD’s facilities are then not public forums. When CCSD leases - rents one of its facilities, the private lessee may legally exclude individuals who want to report on newsworthy events. The event coordinators may even grant exclusive media coverage rights to a particular media outlet and deny access to others who want to cover the event (or at least deny them access in their capacities as journalists).
5. If a person enters leased - rented CCSD property without the owner's permission or enters portions of public property that are off limits to the public, that person could be liable for civil or criminal trespass.
6. A person must get consent before entering one of CCSD’s facilities that have been leased - rented. This consent must come from the individual, group of individuals, or business entity that is in possession of the property.

B. Two Party Consent for Audiovisual Recordings *

*California Penal Code 632 - Invasion of Privacy [630 - 638.55]

1. In CCSD’s public facilities, a person cannot record conversations between two people unless that person has their permission. This includes conversations that that person is one of the parties to. If one person in the conversation can reasonably expect his or her conversation to be confidential, this standard applies.
2. Hidden video recordings are prohibited.
3. A person cannot trespass in order to obtain pictures.
4. California state law is intended to punish the recording of conversations where all contributing parties have not given consent, but does not forbid such recordings in instances where the communication happened in a public place, during government proceedings, or in a situation where one could be easily overheard by others.

C. CCSD Sponsored Organizations and Events

1. The criteria by which CCSD sponsors an organization or event are:
 - a. The organization or event is for the benefit of the Camptonville community.
 - b. The individual or organization producing the event presents a plan for that event.
2. CCSD sponsored events and organizations will be covered by Golden State Risk Management Authority liability insurance.

D. Rules and Regulations for CCSD Facilities

1. Applicant shall submit a Certificate of Insurance evidencing General Liability insurance covering the use of CCSD property with a general aggregate limit of \$2,000,000, naming the CCSD, its officers, employees and agents as additional insureds on the General Liability policy.
2. The authorized group representative must oversee the event from start to finish. The authorized representative(s) will remain until all participants and vendors have left and all trash has been collected and properly removed.
3. Permit-holder must leave the property in the same degree of cleanliness as found. Permit-holder shall be responsible for enforcement of this requirement on its guests and/or invitees.
4. Use of sound amplification equipment must be approved in advance and volume levels must be respectful of neighboring residences.
5. Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character as referred to in Section 403 of the Penal Code is guilty of a misdemeanor.
6. LOUD, VULGAR, CONFRONTATIONAL LANGUAGE is not permitted on facility grounds or in its immediate vicinity. The renter is fully responsible for conduct of all spectators, as well as participants, and will be required to provide identifiable adult supervision/security upon request by CCSD facilities personnel.

E. Camptonville Community Center Rental/Use Information

The policies listed below are general rental/use policies. A Rental Agreement is required for all uses and provides for detailed agreements for use of the Center.

1. The Center is a non-smoking facility with smoking permitted only in outside designated areas.
2. Liquor may be provided at events (other than youth-oriented events) with the approval of CCSD. Renters must meet the following requirements:
 - a) be at least 21 years of age and in possession of a valid CA driver's license, DMV ID, or military ID.
 - b) provide event insurance liability coverage in the minimum amount of \$1,000,000 with CCSD noted as "additionally insured."
 - c) obtain permission from CCSD if you wish to sell alcohol and obtain a beer and wine permit from the California Dept. of Alcoholic Beverage Control (www.abc.ca.gov) for a fee. The permit must be displayed during the event in accordance with ABC guidelines.
3. CCSD practices a good neighbor policy with properties within the town of Camptonville. Use is not permitted for any event that creates excessive noise or provides for activities that would be an annoyance for neighbors or result in property damage.
4. CCSD is the final determiner of a proposed use or event meeting good neighbor policy standards.
5. The Camptonville Community Center is a designated emergency relief site and needed use for natural disaster emergency services precludes all other uses. In such an event, scheduled events may be cancelled with little or no notice (fees paid will be fully refunded; however, any other costs incurred by the Renter will not be reimbursed). Please request a Rental Agreement if you feel the Center will fit your rental/use needs.