

TEMECULA VALLEY CHARTER SCHOOL

Board Policy

COMMUNITY

Non TVCS Related Activity Marketing/Advertising Distribution Policy and Procedure

Board Action: APPROVED

Effective Date: 06-21-2017

Policy

The School Administration recognizes that Non-TVCS related activities and events provide TVCS students access to opportunities not available through the school, which can serve to broaden students' educational experience, growth and socialization. The Temecula Valley Charter School Governing Board has adopted Board Policy 1011, which recognizes school-sponsored clubs as well the requirements for Student Clubs and Off Site meetings.

Temecula Valley Charter School encourages the use of school facilities by third party vendors for meetings and events. TVCS also encourages the gathering of students for social events. In such situations, Temecula Valley Charter School has an obligation to keep students and other legally permitted invitees and licensees safe while on school property. As a public school, Temecula Valley Charter School recognizes this obligation and takes every precaution to ensure safe and accessible facilities for school clubs. Additionally, TVCS means to ensure all vendors, sponsors, agents and club representatives will be treated equally, as well our Families and our Community's understanding that TVCS is not involved, nor maintains any responsibilities for non-TVCS related activities.

Temecula Valley Charter School will permit the use of their facility by a non-TVCS related Sponsor, Vendor, Agent, Club representative provided the vendor or club comply with the certain requirements and restrictions. TVCS requires strict adherence with our Facilities Use Agreement and this policy and all other related TVCS policies and procedures. Further, that all Sponsors, Vendors, Agents, and Club Representatives comply with marketing/advertising requirements and restrictions per the Procedure outlined in this Policy.

TVCS will not prohibit events or activities off-site. However, any and all marketing, advertising (whether by email, verbally, printed flyer, etc.) for non TVCS events and activities may not be distributed on campus, nor by TVCS employees without the approval of the Executive Director.

Procedure

Use of Facility for Non-TVCS Activity or Event

Prior to the use of the Facility OR prior to permitting a Sponsor, Vendor, Agent, Club representative to advertise a non-TVCS sponsored activity the following must occur:

1. A request must be sent in writing to TVCS by Vendor, Sponsor, Agent or Club representative requesting use of the Facility and/or requesting permission to advertise for a non-TVCS sponsored activity.
2. TVCS will send Notice to the requesting party which must be filled out with the following information:
 - a. Name of the Organization Advertising or using the Facility
 - b. Identification of the specific conditions which need be met if the Organization is using the property
 1. Copy of the Facilities Use Agreement
 2. Request for proof of insurance naming TVCS as an insured
 3. Submission of the Facilities use Form
3. Activities are only permitted to meet after school hours, once a week, and scheduled in collaboration with TVCS staff so as not to conflict with any school sponsored events.
4. Signage for advertising for a non-TVCS sponsored activity is limited to posting the day of the event.
5. Signage for advertising for a non-TVCS sponsored activity is limited to a maximum size of 9"x12".
6. Signage for advertising for a non-TVCS sponsored activity may not to exceed a total of 2 signs.