

SPAULDING HIGH SCHOOL UNION DISTRICT #41 CODE: KGD-R1
POLICY MANUAL
ADOPTED: 01/02/95

BUILDING RENTAL REGULATIONS:

- 1.0 Allocation of specific rooms will be agreed upon by rentee and designated school representative.
 - 2.0 Additional custodial services must be hired as part of the facility rental, in advance, for any day or time which a custodian is not normally on duty or whenever the need of the rentee demands the time or work of a custodian that would prevent him/her from completing regularly assigned tasks.
 - 3.0 If this application involves rehearsals in the Auditorium, all dates for rehearsals must be listed with starting date and time of day. A charge (of \$20.00) will be levied for every day that rehearsal is held. If a custodian is required, his/her fee will replace that fee for such a rehearsal.
 - 4.0 If rooms are to be used for dressing rooms, (then) such a need must be noted on the application.
 - 5.0 If a public address system is needed the application must identify this need.
 - 6.0 Smoking and drinking of beverages of any kind in the auditorium or gym are strictly prohibited. Soft drinks may be sold and consumed in the lobby outside the auditorium. Alcoholic beverages are not allowed in the building or grounds at any time.
 - 7.0 The rentee is not authorized to make any modifications or attach any apparatus to school property without the prior approval of the Maintenance Supervisor. (of Barre City Schools) Any such request must be made at least two (2) regularly scheduled work days in advance of the need.
 - 8.0 Before any contract officially expires, it is expected that the rentee will leave the area(s) rented in the same condition in which they were found, or be liable for any and all costs involved in accomplishing that end.
 - 9.0 All props, furniture, and other items must be removed from the building within 24 hours after the last use. Any such material remaining after the 24 hour grace period shall be considered abandoned and will be disposed of promptly.
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- 10.0 Rental of cafeteria does not include the kitchen. If the kitchen facilities are to be used, a member of the cafeteria staff must be hired to supervise planned activities.
 - 11.0 Proper liability insurance will be required by all groups given permission to use school facilities except where coverage is already provided by the School District Policy.
 - 12.0 The rentee agrees to hold harmless and indemnify the School District with respect to any claim of loss, injury, or damage because of negligence of the rentee, his designee, or agent.

