

Community Relations

Administrative Procedure - Building Use Regulations

1. Applications for use of school facilities must be on file in the Business Office on a form supplied by us and for dates open on the school calendar. Reservations cannot be made until applications have been approved by the Business Office.
2. The use of facilities shall not interfere with scheduled school activities or be held at a time to compete with school events.
3. Organizations using school facilities will assume full responsibility for damage to school property. They agree to pay for any damage caused accidentally or through negligence or violation of any rules of the Board of Education.
4. School facilities will not be made available to individuals or organizations operating for profit, or to nonprofit groups outside the School District.
5. Possession or consumption of alcoholic beverages is strictly forbidden *on school grounds and in school buildings*.
6. Smoking is strictly prohibited *on school grounds and in school buildings*.
7. Use of school facilities will be limited to those areas and equipment specifically requested in the application.
8. The applicant is held responsible for the preservation of order, and will indemnify the District for all claims for damages suffered or alleged to have suffered by any participant or spectator of the activity.
9. It is strongly recommended that organizations obtain adequate insurance for self protection. Insurance is required for all athletic events. A Certificate of Insurance must be on file in the business Office prior to use of facilities, or all individuals involved in the activity must file a Hold Harmless certificate with building use form. In addition, School District No. 70 must be named on the Certificate of Insurance as an *Additional Insured*.
10. The School District will not be responsible for damage to or loss of property upon school premises sustained by applicant participating in any program, or patron of program, held on school property.
11. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted by the Building Principal.

12. Nothing shall be sold, given, exhibited, or displayed without permission.
13. The Board of Education or its representatives shall have free access to all areas at all times.
14. Organizations will be billed by the School District for rental fees and custodial services.
15. All applications approved by the Business Office are subject to immediate cancellation for reasons necessary and proper for school purposes, for violations to this agreement, and for action or activities which are detrimental, destructive, or dangerous to personnel or property.
16. Issuance of a building use permit it does not constitute a guarantee of availability of a facility and the School District shall not be liable for any damages suffered by the user if a proposed facility is not available as scheduled.
17. Renters are restricted to the room(s) specified on the approved contract. Children must be supervised when in the hallways.

Sign here: _____ Today's Date: _____.

Signature indicates that the above regulations have been read and are understood.

DATED: October 26, 1998