

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

School Board Policy Number 707

Section: Property Title: Use of School Facilities

1. The charge noted on the Approval Application for use of school buildings is based on the rate established by the Board of School Directors Board Policy (copy attached).
2. All required fees are to be paid promptly upon billing by the School District. Checks are to be made payable to Hampton Township School District and will be accepted by mail. At the discretion of the District, bills not paid within 30 days of billing are subject to a 12% annual interest charge.
3. Decorations or other materials are not to be attached to any part of the building in such a way as to damage the school plant. Materials shall meet customary safety standards.
4. Unless otherwise agreed, final sweeping of area used and restoration of chairs and equipment of proper place will be done by the custodian. All other clean-up, including rough sweeping and removal of decorations, is to be done by the using organization immediately following the termination of use period.
5. Smoking and tobacco products are not permitted anywhere on school property.
6. The period for which hourly charges are calculated will begin at least one-half hour before actual use to permit the custodian to open the building and will extend beyond the activity to enable completion of duties involved in closing the building.
7. Volunteer workers may be used in connection with this application if approved by the Superintendent of Schools beforehand. Approved volunteers who are compensated by using organizations are not covered by school district insurances or benefits.
8. Permission will not be granted for use of the buildings and grounds if the use in any way interferes with school sponsored activities. The school District reserves the right to reassign any committed areas, especially permission granted on a long term basis, should the needs of the District require such a change.
9. The use of school property is contingent upon the good behavior of the user. If any pertinent rules or regulations are broken, or property damaged through carelessness or neglect, the user will be held fully liable and future applications for use may be rejected.
10. No one is permitted to use any building unless an approved custodian or representative of the School District is on duty. The school custodian is present as a representative of the District for purposes of security, inspection, and observation, in addition to carrying out usual custodial duties.
11. Only those areas and/or equipment listed on the approval will be available. Custodians are no authorized to furnish other items
12. This application must be filed with the Director of Administrative Services at least 20 days (40 days, if School Board approval is required) prior to date of requested use to receive adequate consideration.
13. The approved application must be in possession of the user and is subject to inspection by school authorities.
14. Responsible adult supervision must be provided by the using organization throughout the period of building use. Prior to leaving, the area used will be inspected for damage.
15. There shall be no drugs or illegal items, including alcoholic beverages, brought to or consumed in the building or on the grounds.
16. Nothing shall be sold, given, exhibited or displayed without permission.
17. Foodstuffs are not permitted in high school and middle school auditoriums, gymnasiums or high school swimming pool.