

Dance Recital/Church Event/Preschool Graduation Guidelines  
Lee's Summit R-7 School District

The Lee's Summit School R7 School District welcomes organizations to utilize their facilities for events and activities. To ensure a positive experience for both district employees and your organization, the following are a few guidelines to follow when using our facilities (in addition to School Board Policies pertaining to facility usage). Repeated failure to adhere to these guidelines will result in the loss of facility privileges.

1. The renter should have a hard copy of their rental agreement with them at all times during their event.
2. The renter is responsible for the appropriate behavior of his/her group during scheduled events. Renters are responsible for ensuring children are supervised by an adult at all times.
3. Standing on theatre seats is not allowed.
4. Renters should enter and vacate the facilities at the times designated on the rental agreement.
5. Renter must confine their group to the areas assigned for their use in the rental agreement.
6. No tables, chairs, changing booths, or any other obstructions are allowed in hallway areas. Hallways must remain clear of any materials that would obstruct the passage of persons for purpose of egress.
7. Use of glitter is prohibited by user groups in district buildings.
8. During the time a building is used by a group, the Building Manager or Crew Leader has full authority and his/her directions will be adhered to by the group. Any abuse of custodians or foul language may result in future usage privileges being suspended or revoked.
9. Groups using district facilities are responsible for maintaining the general appearance and cleanliness of the buildings and grounds, including returning the facility area used to the order in which it was found.
10. Smoking or the usage of any tobacco product is prohibited on District property. This also includes outdoor areas.
11. Helium balloons are not allowed on District Property.
12. Smoke/fog machines are not allowed on District Property.
13. No materials should be attached or taped to walls or theatre curtains.
14. Providing accurate attendance estimates is critical in scheduling your event. Inadequate attendance estimates could result in inadequate staffing and additional costs.
15. Any equipment or property left behind will be held at the facility for 7 days to allow for retrieval. Any equipment not claimed after 7 days shall become the property of the district.
16. Rental groups are allowed two hours of rehearsal/set-up time free of facility rental charges. Any time needed beyond two hours will be charged the fee on the applicable fee schedule. Custodial charges will be applied at all times.