

**PRO 4260**  
**COMMUNITY RELATIONS**  
**GENERAL REGULATIONS**

1. **Groups Definitions**

- a. School Program – Activity identified as part of the General or ASB Fund operation.
- b. Community Service Program – Any activity sponsored by a non-profit incorporated group residing with the Ephrata School District.
- c. Personal/Private Program – Any activity sponsored by a person or group for their use such as (but not limited to): wedding reception, a fiesta, recreation activity AND no admission or donation is accepted.
- d. For Profit Activity – Any activity that is sponsored by a person or group with the intention of raising money.

2. **Furniture Provided by School**

The district will provide only the facilities, furniture and equipment normally found in the facility to be used. Reasonable shifting of furniture within the room to meet the needs of the occupant is permitted, provided that it is returned to the original location and arrangement by the occupant upon completion of use. Not furniture or other equipment may be moved from any room without prior arrangement.

3. **Conduct of Occupants**

The occupant group is responsible for the conduct of all its members using the facilities scheduled, while on school premises in connection with the activity, including any persons, whether members or not, who are on the premises. Adequate adult supervision of youth groups must be provided by the occupant group sponsors and be present and in effective control to ensure proper conduct of occupants. Failure to maintain effective control will result in cancellation of future use, as well as consequential billings for any damages resulting from the occupancy.

4. **Responsibility of Occupants**

The applicant and all individual members of the group occupying school facilities are responsible for the reasonable and proper care of the facility used and any materials or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the user activity will be billed to the responsible organization. Failure to comply with this regulation, and to pay any damage charges that may be assessed, will result in the loss of the privilege to use District facilities.

5. **Insurance**

All applicants for use of district facilities shall hold the school district free and without harm, from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Certificate of Insurance may be required.

6. **Smoking, Alcohol, Drugs and Weapons**

Smoking, alcohol, drugs and weapons are not permitted on any District property. If this rule is broken, rental fees will be forfeited and the event will be terminated.

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7. **Food and Drink**

Food and drink is limited to certain facilities and the serving of such must be approved in advance.

8. **Restricted and Limited Use Facilities**

Certain special purpose facilities such as shops, computer rooms, commercial rooms, and science rooms are not to be rented for community use except by special arrangement. One or more kitchen staff members must be present when kitchen appliances are used.

9. **Clean-Up**

All groups are required to clean the facility and leave the facility as it was when the group arrived.

10. **School Gymnasium**

Gymnasiums may be scheduled for community use when not needed for school purposes. Those scheduling gymnasiums must strictly observe the use of non-marking gym shoes when on the playing floor. Street shoes are prohibited on the playing floor.

11. **Shower Rooms**

If youth groups are involved when shower rooms are rented, adult supervision must be present in the shower room at all times that it is in use. Disregard of this provision will result in denial of further use of shower facilities.

12. **Operation of Stage Lighting and Public Address Systems**

The District lighting and sound systems must be operated by a district technician or trained designee. Unauthorized operation of stage lighting or public address systems by an occupant shall result in billing for the regular technician fee as well as for any resultant damage to school equipment.

13. **Right to Deny Use of Facilities**

The District reserves the right to deny use of school facilities to any applicant when, in the sole judgement of the Superintendent or designee, the intended use, or the principles, philosophy, or background of the applicant organization would be detrimental to the best interests of the District and its educational program.

14. **Use by Religious Groups**

School facilities shall be made available to church groups but shall not be rented as a permanent place of worship.

## **SCHEDULING AND PAYMENT PROCEDURES**

1. **Written Application Required**

Written application is required for all school and community use of facilities. Applicants may obtain forms from the District office in person or by mail. Applications by youth groups must be signed and endorsed by an adult sponsor who will guarantee the presence of adult supervision and compliance with District policies and regulations.

2. **Cancellation**

Request of cancellation of an event must be received by the District office in writing at least two (2) days in advance of scheduled occupancy. Failure to notify of intent to cancel will obligate the applicant to pay the charges for the facility.

3. **Confirmation by District Office**

Written confirmation of the scheduled event will be mailed or faxed to the applicant.

4. **Single Application for Periodic Use**

A single application may be made for a series of uses of like character.

5. **No Scheduling More Than One Year in Advance**

Schedules will not be made for dates that are beyond one year from date of application.

6. **Payment**

Payment of charges shall be payable prior to scheduled event. Any necessary adjustment will be made on the final settlement after completion of occupancy.

7. **Cancellation for Non-Payment**

Failure to pay invoices with thirty (30) days after presentation of invoice may result in cancellation of any future use.