

<h1>Regulation</h1>	2013	3250R
	Community Relations	

Subject: Community Use of School Facilities

Those groups or people of the community wishing to use the school's facilities must submit the proper form for approval to the appropriate administrators and abide by the following regulations:

1. Permission to use school facilities may be granted only upon written application, filed at least ten (10) days prior to the intended use, submitted on forms prepared by the Business Office and approved by the building principal, Superintendent/Assistant Superintendent. Use must be consistent with the provisions of Education Law.
2. Applications shall be signed by one or more responsible officers of the association or organization requesting use of facilities. The person(s) signing thereby guarantees observance of all regulations governing use, payment of any charges incurred, and assumes personal responsibility for any loss or damage to school property which may be caused by such use. Activities shall be restricted to that area for which permission is granted.
3. The organization using the building shall be responsible for obtaining any necessary equipment. School equipment such as athletic equipment shall be made available only when specifically requested and approved by the building principal. When supplied, special rules and/or charges may apply, as fixed by the Business Office.
4. No school property or equipment is to be altered or removed from the premises.
5. During use of school facilities the user shall be responsible for providing qualified supervision of those participating and/or in attendance. The number of supervisors shall be determined by the District, through the Business Office, in accordance with the type of activity involved.
6. The lead person (an approved District volunteer or employee) in charge of the activity shall be present before the activity is due to begin and remain until all have left.
7. In the absence of District personnel, lead person or District approved volunteer, a member of the Building and Grounds staff must be present. Use of school facilities will be approved only when Building and Grounds staff is available to open and close the building – NOT THE ACTIVITY.
8. Use of buildings other than during normal custodial working hours will require a minimum two hour charge to the using group to cover the cost of

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Subject: Community Use of School Facilities (Continued)

hiring custodial staff for the event. A charge will be made for the period of time between the scheduled opening of the building and the time that all have exited the building so that it can again be secured plus preparation and clean-up time. This charge must be paid within 30 days of receipt of a bill from the Business Office.

9. Use of facilities will be approved only when such use does not interfere with the regular school schedule and/or school sponsored activities.
10. Smoking is not permitted on any District property.
11. Gambling and the service or sales of intoxicating beverages are forbidden on school properties.
12. The using organization shall be required to furnish public liability and property damage insurance with limits of, at least, \$1,000,000 for each occurrence and \$2,000,000 aggregate. A Certificate of Insurance, with proper limits, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and the District as insureds. The absence of such a certificate will preclude use of the facility.
13. All meetings, entertainment, or occasions held in the building must be non-discriminatory.
14. Activities that carry an admission charge are permitted when the proceeds are to be used for a charitable or educational purpose. A detailed financial statement showing total receipts and expenses for each use of facilities for which admission is charged must be available upon request.
15. Only authorized personnel shall operate kitchen, stage, sound, projection, and computer hardware equipment. If a member of the District staff is required to be present, the using organization agrees to pay the additional cost incurred.
16. Permission to use school facilities is neither transferable nor assignable.
17. The Board reserves the right to cancel the use of school facilities, to substitute assigned spaces or to schedule such use in another building without prior notice and without liability to the user.
18. While using school facilities it is important that the building remain secure. Do not prop open doors or let in anyone who is not part of your activity.