



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

707-AR-1. RULES FOR USE OF SCHOOL FACILITIES

The district does not assume responsibility for any loss, damage or personal injury that may occur on district property during the use of facilities by approved organizations or groups.

The following rules must be adhered to by all users of school facilities, in addition to the stipulations established in Board policy:

1. When schools are closed due to inclement weather or building emergencies, district administration retains the right to rescind building usage request to utilize district facilities. Determination regarding events and activities will be based on situational variables in order to maintain the safety and welfare of district stakeholders.
2. Changes and cancellations by renters should be made at least twenty-four (24) hours prior to the proposed use. When cancellations are made, external individuals and/or organizations must communicate directly to the respective building-level administrator. Failure to communicate within the aforementioned timelines could result in forfeiture of access fees.
3. **At least one (1) district employee will be on duty at all times when a school building or facility is in use. Payroll costs will be billed to the organization or group if usage is outside the employee's assigned work schedule. Organizations who submit requests for usage of district facilities on Sundays and/or local holidays will be assigned personnel costs to ensure that district personnel is present. However, when organizations which utilize outdoor district facilities ONLY (i.e. Athletic Fields) on Sundays and provide their own portable restroom, the district will not situate a district employee to supervise district facilities nor assign additional personnel fees.**
4. A building custodian will open and close the building; be in charge of heat, lights and ventilation; assist in preserving order and preventing damage; and ensure that the facility is left in proper order.
5. Arrival time will be no earlier than the time indicated on the approved application.
6. Adult supervision is required at all times during which district facilities are used by external organizations. **The district does not incur any responsibility to supervise minor children when an external organizer garners permission to utilize district facilities.**
7. School premises must be left in the same condition in which they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.

8. The renting organization or group is responsible for the conduct of the individuals whom it admits, keeping participants in the designated area, and for any infraction of the established rules.
9. The renting organization or group is responsible for any damage to property due to its occupancy during the rental period.
10. Possession, use or distribution of **controlled substances prohibited by state or federal law is prohibited.**
11. **Use of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, as defined in the law is prohibited.**

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted as long as the product is not inhaled.

12. **Possession of weapons is strictly prohibited on school property. Federal laws expressly prohibit guests and visitors from possessing firearms on school property under any circumstances. Violation of the aforementioned expectation will result in prosecution from law enforcement agency and revocation of any forthcoming requests to utilize district facilities.**
13. **Possession, use or distribution of alcoholic beverages is strictly prohibited.**
14. Food, drinks and refreshments must be consumed only in the cafeterias or multipurpose rooms, unless special permission has been granted. No food or drinks are allowed in classrooms, auditoriums and gymnasiums.
15. All functions and activities must end and buildings must be evacuated no later than 11p.m.
16. **If kitchen facilities are being used, a district food service employee must be present.**
17. No alterations/additions will be permitted to the auditorium areas, and all materials belonging to the organization or group must be removed immediately after the final performance.
18. **Only authorized, properly trained and pre-approved personnel will have access to the operations of the sound and/or light systems in the auditorium.**
19. Parking is restricted to designated parking areas and is prohibited on all grass area and playgrounds.
20. **In the event that a portable restroom is necessitated because the stadium restrooms are unavailable, the external individual/organization is responsible for all coordination and fees incurred.**