

Bristol Warren Regional School District
Use of Facilities Rules & Regulations

- Each group ***MUST*** have a monitor at the door due to new lockdown procedures instituted by the police departments in both towns.
- No part of a school facility shall be utilized unless a responsible adult is present on each occasion.
- No one will be allowed to enter the building until the person in charge has entered.
- The person in charge will not leave the building until the last person has left.
- The person in charge shall not allow any unauthorized person to use the facilities.
- The person making application will be the person responsible for the designated area(s), and must leave the area in the same state of cleanliness or be responsible for the cost of cleaning.
- All activities must be confined to the part of the building contracted for.
- Nothing can be moved into the building without the authorization of a school official.
- Only the custodian in charge has the authority to move and or modify existing school contents.
- All incidents of vandalism/damage shall be reported and the user group assessed charges for repairs in excess of the ***required*** security deposit.
- No outdoor sports are to be played indoors – unless using appropriate equipment which will be inspected each time by the supervisor. (Wiffle bats & balls, soft soccer balls, etc.)
- If building capacity is expected to reach 95% of capacity, police and fire department will be notified and their recommendations followed – with expense paid by the sponsoring organization.
- Buildings are not available to outside groups until 6 p.m. during the school year allowing school events to clear and be cleaned before being occupied again.
- The sponsoring organization must provide a certificate of insurance.
- The use of school facilities by individuals for personal gain is not allowed.
- The applicant agrees that should any of the rule and regulations be violated, the organization may forfeit the right to future use of school facilities.
- The organization making this application agrees to pay for all costs billed by the School Committee within 30 days of the invoice date.
- **SMOKING & ALCOHOLIC BEVERAGES** are not allowed at any time in the building or on school grounds.
- Role of monitor/supervisor on duty:
 1. Insure people entering the building belong there.
 2. Insure people are only in the areas contracted for.
 3. Insure district rules & regulations are strictly adhered to.
 4. Insure building is left in condition to conduct school the next day.
 5. Insure any/all damage is reported.
- Scheduling preference will be given as follows:
 1. School functions (specific to that building)
 2. Intra-district functions (schools using other schools, admin, ABE, COZ, etc.)
 3. Town functions (elections, recreation boards)
 4. In-town youth organizations (athletic groups, scouts, etc.)
 5. Public Information (DEM, RIDE, League of Women Voters, etc.)
 6. In-town adult organizations (volleyball leagues, adult basketball, etc. – not affiliated with the town recreation boards)
 7. Groups listed above who use the facilities occasionally will bump those who use the facilities frequently. (A scout monthly meeting will bump a soccer group who use the facilities daily)
 8. **School functions trump all other users.**

The school committee reserved the right to approve or deny all applications and/or to cancel any scheduled event.