Derby Public Schools
Facility User Regulations
Revised 8/2025

Dear Facility User,

Please read the following regulations and sign below that you understand the Derby Public Schools guidelines for facility users.

1. The facility is to be used for the purpose stated in the rental agreement.
2. The person who leases a space for a specific time must not transfer their time to any other person.
3. An adult (at least 21 years of age) representative must be the first person to enter the facility and the last to leave.
4. **DO NOT PROP OPEN OUTSIDE DOORS.**
5. No pop/soda or food permitted in the gym. You are required to pick up any and all trash.
6. Use or possession of alcohol or drugs is strictly prohibited. No person shall be allowed to participate in or observe events while they are under the influence of alcohol or drugs. Disorderly conduct is prohibited in all school buildings and on district grounds.
7. The use of tobacco products is prohibited on district grounds.
8. School kitchens may only be accessed to obtain water supplies. Any use of a school kitchen requires the presence of an employee assigned to the Food Services staff.
9. Payment to district employees may only occur through the regularly occurring payroll process. All payments for employee time will be through the rental invoice.
10. No persons are allowed to wander the building; members of the user group are to remain in the authorized area on the facility's request.
11. The user/renter assumes financial responsibility, individually and on behalf of their organization for any part of the school or the contents made available there that may be damaged or stolen during the hours the building was in use by their group or organization.
12. The building administrator has the right to restrict the use of any space or property there is when no district employee is present.
13. The building administrator has the right to deny a request when there is reasonable belief that the requested use could result in damage to district-owned property.
14. The building administrator has the right to require certain staff to be present for any activity or use at the user's expense.
15. District personnel assigned to facilitate building use shall have full authority to enforce this agreement and the rules and regulations of the board.
16. The district is relieved from responsibility for any damage or loss of any personal property for all activities
17. Requests for use of district facilities for profit are considered on a case-by-case basis. Requests must be made utilizing the established electronic process via the district website.
18. If your event is after hours, the Operations Department will issue you a keycard. Keycards can be picked up a week before your event starts. There is an $8 refundable fee once the keycard is returned.
19. The user will be charged for additional time that is used beyond the pre-approved

hours.

20. When school is canceled due to inclement weather, such as snow, facilities will not be available for use or rental.
21. USD 260 reserves the right to cancel a scheduled rental agreement if/or when it conflicts with a school-related activity or event. The district will not be held liable for damages, financial or other, in the event of such cancellation.
22. Moving furniture, operating district-owned technology, or modifications to the leased space of any type will be done under the supervision of a district employee
23. The district prohibits any hard baseballs, softballs, or hard ball bats from being used in any gym. This includes any ball that looks similar to the regulation ball but is softer. Only whiffle balls will be allowed, and they must be pre-approved. Competition wood gym floors are extremely expensive and must be protected. Privileges will be revoked upon any offense.
24. Users cannot bring any bases, pitching machines, or any piece of sports equipment, including tape, that could damage or mar the gym floor, doors, or walls. Privileges may be revoked upon any offense.
25. Only tennis-type shoes are allowed on wood gym floors and indoor running tracks. No cleated shoes.
26. Sweep the floor, pick up trash, and place it in a trash dumpster outside. Please check restrooms, turn out lights, and ensure building doors are locked and secure upon leaving. Remember, you are responsible for all individuals who enter.
27. **NO "Live"** Hitting in the Panther Activity Center.

The Director of Operations is hereby authorized to interpret, modify, or grant exceptions to the provisions of this Facility Use Agreement, including rental terms and conditions, as the Director deems necessary or appropriate to address operational requirements, safety concerns, or other circumstances affecting district facilities. Such determinations shall be final and binding unless otherwise directed by the Superintendent or the Board of Education.

By signing below, you agree to adhere to the above regulations. The first violation of any rule will result in a warning letter up to the loss of facility use privileges depending on the issue. A second violation of any rule, regardless of whether it is the same as the first violation will result in your inability to utilize district-owned facilities.

I have read and understand the above guidelines.

Name: _____ Phone: _____

Printed Name: _____ Date: _____

Address: _____

Organization/Team Name: _____