COMET PRIDE

COLOMA COMMUNITY SCHOOLS

INSPIRE TO ACHIEVE - EMPOWER FOR SUCCESS

Use of District Facilities

The Board of Education encourages the utilization of district buildings and district grounds by properly organized and responsible groups. Such use of any district facility or district grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity.

Groups must complete a Facility Use Application and submit it to the Administration Office for approval.

GUIDELINES

School functions have priority use of the facilities. Your scheduled group may be asked at any time to change or adjust your request due to a school function.

Attendees must be supervised at all times and remain in the room you have reserved. They are not permitted to roam the halls, go in other rooms, etc. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

The District will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

NO food or drink allowed in either of the gymnasiums.

Use of tobacco is prohibited. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Bleachers are unavailable for use in the Alwood Gymnasium.

No school equipment is to be used. Playground facilities may not be used by any youth over the age of 14 nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal. **Use of glitter in the auditorium is prohibited.**

The area rented is to be returned / left in a school ready condition, however, groups will be billed a minimum of $82 (any building/room rented) or $205 (for the auditorium) for custodians to clean in addition to sanitizing

all restrooms used during the event. Should additional cleaning be required by school staff to return the facility to it's pre-use condition an additional cleaning fee will be billed to the leasing group.

A school custodian shall be on duty whenever a facility is being used except as exempted by the superintendent. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Any damages to school property will be billed to the leasing group and may jeopardize future use of the facilities. Damages or problems should be reported as soon as possible to the Administration Office at info@ccs.coloma.org.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.

If your event is during the winter months and you do not request custodial service or a custodian to be on duty during your event, clearing any sidewalks and entryways will be up to you to keep clean. Snowplowing of the parking lot(s) will be done only if you have requested it prior to your event, in which your group will be billed according to the snowplowing contract. Otherwise, snowplowing is done per the discretion of the district and/or the negotiated snowplowing contract.

If school is closed due to inclement weather your building rental for that evening will also be cancelled. You may reschedule your event or request a refund if a deposit was required.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the leasing group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

SUPERVISION OF RENTED FACILITIES

Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.

Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Non-payment of rental fee will terminate any possible future rental of a Coloma School facility.

The Auditorium Manager is required to be on site the duration of your event if you wish to rent the auditorium.

Rental of the auditorium will require a meeting or phone conversation with the Auditorium Manger before your event so they are aware of your requests/needs. If you have an audio/video you will be using, you must meet with the Auditorium Manger a head of time to go over the details.

A Security Deposit will be required for auditorium rental. A deposit may be required for either gymnasium rental. A minimum 5 hour cleanup fee will be charged for use of the auditorium. If the cleaning exceeds the 5 hours, the additional time will be billed to you.

A Key Deposit of $50.00 will be required if a building key needs to be issued.

If you are found violating any of the guidelines or mistreating the building in any way, you may be removed from the premises immediately and/or denied future use of any Coloma school facility.

Date: _____

Group/Organization Name:_____

Leases Signature: _____