(c) Groups requesting use of school facilities are required to furnish the district office with proof of liability insurance coverage in the amount of $1 million. Any exceptions to this requirement are left to the discretion of the Superintendent.
(d) The conduct of each and all participants shall be orderly.
(e) The number of attendees shall not exceed the authorized capacity of the facility.
(f) Open flame of any kind at any time is prohibited.
(g) In no case shall the activity hours be scheduled or planned to extend beyond 11 p.m. (Any extenuating exceptions must be approved by the building administrator.)

(5) Permission to use the facilities shall not interfere with the use of these facilities for school purposes nor with the regular conduct of school work. School facilities may not be available during school vacation times or during times when the building is being cleaned or repaired.

(6) Buildings and grounds shall be in the charge of a school district employee or delegated person at all times when used for public purposes. This person shall in no way be an active participant in the activity involved.

(7) The principal shall assign duties of supervision and shall keep a monthly record of the use of the facilities.

(8) The school buildings are public property, and as such, are not to be used for private enterprise. Permission for their use for activities whose aims are of a profit-making nature will be denied.

(9) Special permission may be given for school building use for conventions and community purposes which are not inconsistent with or contrary to the statutory provisions governing the use of school buildings. Individual cases may be considered, when the occasions arise, by the Board of Trustees.

(10) The erection of signs, billboards or advertising placards on school property is at the discretion of the Superintendent or his/her designee.

(11) The sale or consumption of alcoholic beverages on school property is expressly prohibited. Smoking is not permitted in any area of the school grounds.

1115 Public Responsibility for Facility Usage

A **Building Use Request Form** must be submitted by the person or group to the school office seven or more days prior to the use date. Approval or denial will be granted by the school office in coordination with facility administrators. The original copy of the agreement will remain in the school office. Other copies will be distributed to the designated administrator, custodial staff and facility user.

Approval for using facilities will be granted for a period not to exceed two months. Requests must be resubmitted if the person or group desires to continue using the facility.