

USE OF SCHOOL FACILITIES – BUILDING USE RULES

Supervision & Security

- All activities must be under a competent adult supervisor approved by the Director of Community Education and the principal of the building involved.
- All minors are to remain in the same room with the supervising adult and not allowed to roam the halls.
- All occupants in the building are to be treated with respect at all times (other attendees, coaches, school employees, students, etc.)
- The responsible adult must confirm there are no others in the building upon departure.
- Rooms should be locked upon exiting the building.
- Confirm inside door handles are pulled up and check doors to make sure they are locked from the outside.
- When using the old gym, make sure the outside door is locked. Check all doors in the breezeways to make sure they are locked.

Condition/Cleanliness of Rooms

- User groups are expected to leave all rooms, furniture, and restrooms in the condition and arrangement in which they were found.
- All trash must be picked-up and disposed of in an outside receptacle. ***Trash at Howlett and Katz must be removed from premises.***
- Bathrooms should be checked before departure and stools flushed if necessary.
- Turn off all lights in the requested area (i.e. classroom, gym, locker room, and restrooms.)
- Any additional custodial services needed to return the facility to the condition in which it was found shall be paid for by the using group.

Damage and/or Property Loss

- Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees.
- The school district will not be responsible for any loss of valuables or personal property.
- For private gatherings, Users' homeowner's insurance policy will be the first one tapped in the event of an accident.

Restrictions on Use

- Approved users are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Director of Community Education and the building principal.
- A building use application must be filed with the Community Education office one week prior to use to ensure that there are no scheduling conflicts

Alcohol and Controlled Substances

- Alcohol and controlled substances will not be permitted in school facilities or on school property.

Opening of Offices

- Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program unless other arrangements are requested on the application and approved.
- Building custodians have been instructed that only in the case of extreme emergency are offices to be opened. Groups are to use pay or cell telephones.

Closure Due to Weather

- The Board reserves the right to cancel activities when school is closed due to inclement weather

Enforcement of Rules

- Responsibility for enforcement of rules and regulations concerning use of all school facilities rests with groups using the facilities.
- Permits to use a facility may be canceled at any time when there is evidence that the rules and regulations outlined herein are being violated.
- Any infractions of the building use regulations herein may also be grounds for refusing to grant subsequent requests for the use of school facilities.

Signature

Date