

BUILDING USE REGULATIONS

- 1) All applications for the use of school premises shall be referred to the Superintendent.
- 2) The persons or group receiving the permit shall be responsible in case of loss or damage, if any, to school property as a result of the meeting.
- 3) The school shall have first claim to the use of the buildings at all times, and any agreement made with an organization must be contingent on the needs of the program of the school, and such agreement may be terminated or altered at any time.
- 4) If free use is granted, the meeting shall be non-exclusive and shall be open to the general public.
- 5) Requests for the use of buildings must be made not less than one week before the date on which the facilities are to be used. Cancellations of requests must be made not less than 24 hours in advance. Permit holders will be held responsible for all charges if cancellation notice is not received 24 hours in advance.
- 6) All permits will be issued for specific rooms in school buildings, and it shall be the responsibility of the organization to see that the remainder of the building is not entered.
- 7) When school cafeteria is used for dinner, the school café manager, or other designated school employee, must be present and have general supervision of school equipment. The fee for this service must be paid by the organization using the café facilities according to established rates. Arrangement for the use of café must be made with the café supervisor.
- 8) Any right or privilege granted to any person, persons, or organizations to use any building property is personal and shall not be transferred to any other person, persons or organizations.
- 9) The person or organization, its agents, representatives, employees, successors and assigns using the facility agree to indemnify and hold harmless the Board of Education and its agents, representatives, employees, successors and assigns from all liability, claims, demands, costs, and causes of action whatsoever, arising out of the use of the Board of Education building or facility whether it is caused by negligence of the person or organization using the building or facility or the Board of Education, its representative, agents, employees, successors and assigns.
- 10) Any decorations shall be erected in a manner that will not be destructive to school property, and such erection shall be approved by the Superintendent of Building and Grounds. All decorations shall be removed from the building before 8am on the next day after the building is used. The use of any materials on floors or other parts of the building without specific approval of the custodian on duty is prohibited.
- 11) The permit holder shall assume responsibility for securing police protection when it is deemed that such police attendance is needed.
- 12) Buildings will be open on-half hour before the scheduled time of the program and closed on-half hour after scheduled end of the program. Any extra time will be charged for at the regular rate in multiples of one-half hour.
- 13) All advertising, except that incidental to programs, and all sale of merchandise, printed matter, or other material is forbidden unless special approval is given by the Superintendent of Schools.
- 14) No fee shall be charged for the use of buildings, equipment, and grounds by school organizations.
- 15) No fee shall be charged for the use of buildings, equipment, and grounds during the time when buildings are attended by school custodians in the performances of their regular duties for civic or charitable organizations not operating for profit and devoted to community interest or child welfare.
- 16) The hourly rate that is applied shall begin at the time the building is opened for the group or any part of the group. Normally this charge would start one-half hour before the scheduled time of the program. The rate shall end when the building is closed, which would normally be one-half hour after the scheduled end of the program.
- 17) The use of tobacco and intoxicants is prohibited in school buildings and on school grounds.
- 18) When school is not in session because of holidays and/or calamity days, all events are canceled.
- 19) All applications will be accompanied by proof of general liability insurance, including contractual liability, in the amount of \$500,000.000 in force that will apply to renter's use of the property and will hold the Board of Education harmless. This requirement may be reduced or waived at the sole discretion of the Superintendent.