

Guidelines for Facility Rental

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

The use of public school facilities for commercial or private profit is prohibited except by not-for-profit organizations. This is not to exclude the use of school facilities by local commercial organizations for meetings limited to personnel of the local organization or for meetings of a public service nature.

- A. Use of school facilities on Sundays will only be available between 12:00 p.m. and 6:00 p.m. Any exceptions shall only be made by the Superintendent or his designee.
- B. 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.
- C. Use of tobacco is prohibited on all school property. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation 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.
- F. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- G. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- I. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and tear-down shall be performed by members of the group using the facility. However, custodial services, auditorium services, and kitchen services are required and will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- J. Doors are normally opened one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.
- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. A school custodian shall be on duty whenever a facility is being used. 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 appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested. Auditorium personnel, director and/or student worker(s) shall be required, in addition, when the auditorium is requested. If technology staff is required, groups shall be charged for the cost of technicians at their overtime rate plus payroll expenses.
- M. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.

- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- O. The Corporation will not be responsible for any loss of valuables or personal property.
- P. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
- Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

School facilities are not intended to be used as a replacement for regular meeting places of churches and private parties. However, occasional use of school facilities by such groups may be approved at current rental rates.

The utilization of school facilities is subject to rental policies as detailed, and school personnel charged with the responsibility of supervision and care of the rented facilities shall reserve the right to have access to any area of the facility in execution of their assigned responsibility.
