

FACILITY USE PROCEDURES AND GUIDELINES

All Groups are required to:

1. Complete and return application to the facility you plan to utilize in this request within **Ten (10) business days are required** to process application and issue a permit. Notifications will be made via e-mail unless other arrangements have been made. Room(s) requested may not be accessed if you have not received a permit to confirm your reservation. Applicants must be over 21 years of age.
2. Applications for school building activities must be signed by the building administrator and permits for athletic facilities must be signed by the athletic director prior to submitting to the Board of Education office.
3. Bring the approved facility use permit to the event or activity and check in with the custodian or building supervisor upon arrival.

Please remember these general guidelines:

1. Use only the area approved or assigned to your group.
2. Provide adequate adult supervisor for children/students at all times. All groups require supervision at the activity including participants, spectators and parking.
3. Respect the space being used. Please bring your own supplies.
4. Please respect the teacher's desk area.
5. Clean up after the activity. No food or drink is allowed in classrooms with carpeting, around computer workstations, Media Centers or in the Auditorium.
6. Use of district photocopiers is not allowed.
7. Tobacco, alcohol, drugs, guns or weapons possession or use, are not allowed in school facilities or on school grounds which include playgrounds and athletic fields.
8. Please leave the area in as good or better condition than you found it. Failure to operate within these guidelines may lead to removal from the facilities and/or denial of future facility requests.
9. The use of open flames such as lighted matches, candles, sterno canisters, etc. is forbidden, except when specifically authorized by the Superintendent.
10. The issue of a permit to use the school facilities does not include the use of school property or equipment such as piano, AV equipment, physical education equipment, technology equipment, etc. unless special arrangements, approvals and fees have been paid for such use and noted on the permit.
11. No permits will be issued to a person under 21 years of age. Student groups or organizations using school facilities will require adult supervision
12. Use of the building will be granted only when the building is staffed by an approved employee of the school district.
13. A school employee must be present at all times when kitchen and/or kitchen equipment is used.
14. The school regular and extracurricular programs have priority over the use of school facilities by any other group. The Board of Education reserves the right to cancel any rental approval when necessary due to circumstances beyond its control. The District reserves the right to deny use of any facility based on availability of the District staff or previous violations of these guidelines by the facility applicant.

Upon leaving our facility:

1. Return all equipment to its original location e.g. tables, desk, and chair. Chairs are to be put on top of the tables where applicable at the end of the activity.
2. Wipe down table or counter surfaces that are dirty.
3. Turn off lights and close windows and doors when leaving.