

USE OF SCHOOL FACILITIES

A. General Rules and Regulations

1. The use of school property for school purposes has priority over any other applications.
2. The Board of Education reserves the right to cancel or revoke permits at any time.
3. School properties will be used only for enterprises sponsored by local organizations. Applications must be signed by regularly elected or appointed officers of the organization, who shall be responsible citizens of the district.
4. No facilities may be used unless a permit is issued. Applications for a permit must be presented in triplicate to the School Business Administrator/Board Secretary on forms provided. Applications are deemed granted when signed by the School Business Administrator/Board Secretary. A copy of the permit will be given to the person or group granted the use.
5. Permits do not allow the use of facilities, equipment, supplies, apparatus or tools not specified in the permit. They do not allow rehearsals or use of other rooms except as specified in the application.
6. Permit holders shall confer with the Superintendent of Schools or School Business Administrator/Board Secretary to obtain permission to bring materials into school facilities. The Board of Education assumes no liability for damage to property of others.
7. Materials, furnishings or rubbish must not be left after the use of a school building. If such things are not removed within 12 hours, the applicant will be required to pay the cost of removal. Under no circumstances will the time be extended for the convenience of the applicant.
8. The granting of the permit carries with it the express understanding that the organization shall sell only the number of tickets equivalent to the seating capacity of the all purpose room, gymnasium or classroom to be used.
9. School pianos shall not be moved without permission from the School Business Administrator/Board Secretary. Scenery and pianos may not be moved into a building during school hours.
10. All school property is conditionally approved for use upon the good behavior of the user. If any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental or use may be rejected. The lessee will be responsible for the preservation of order and liable for any damage to, or loss of, district or other property that may result from said use.

USE OF SCHOOL FACILITIES**General Rules and Regulations** (continued)

11. No public function shall continue after 10:30 p.m. unless permission has been granted by the School Business Administrator/Board Secretary.
12. Smoking and drinking during any such activity in any part of the school building or on school grounds is absolutely prohibited.
13. The Board of Education carries insurance covering its legal liability. The Board assumes no liability for any lessee.
14. All township ordinances and the rules of the police and fire departments regarding public assemblies must be strictly complied with.
15. No raffle or bingo games or other forms of gambling shall be permitted in the school buildings or on school grounds.
16. For weekends and holidays, all lessees must pay the Board at the established annual hourly rate for custodial services.

B. Rental Fees for Use of Facilities

1. Any group or organization which has had any difficulty during meetings or activities, either in this district or any other district, may, at the discretion of the Board of Education, be required to furnish a bond in the amount of \$5000 supplied by a surety company.
 - a. This will be determined by the Board of Education at the time application is received and acted upon.
 - b. The Board reserves the right to refuse the use of school facilities to any group.
2. CLASS A - All School and School-related Activities
 - a. All school classes
 - b. All school organizations
 - c. Board of Education and its related activities
 - d. Employee associations
 - e. PTA
 - f. Community Council
3. CLASS B - Nonprofit Youth and Public Service Organizations
 - a. Boy and Girl Scouts
 - b. Drum and Bugle Corps organized within the district
 - c. 4H Clubs
 - d. Youth organizations
 - e. Civic organizations

Date: June 15, 1983
Revised: November 19, 2001