

### **Community Use of District Facilities Conditions**

1. Application for the use of building or grounds of the district shall be made in writing to the superintendent's office. Such application (Facility/Equipment Use Form) shall be signed by an adult (at least 21 years of age) who will be responsible for the care of the facility. The application shall state the organization's or individual's name, the purpose for the facility use and the time of the proposed use.
  - a. To assure reservations of the facility, applications shall be in the superintendent's office at least 10 business days before the date of use.
  - b. The adult who signed the application form must be present at all times to supervise the use of the facility. Failure to do so will result in denial of future use of the facilities.
  - c. Groups using district facilities are limited to no more than 10 school age or younger children per one adult unless special arrangements have been made.
  - d. Under no conditions will more than 10 people be allowed in the weight room at one time. No person under the age of 12 years will be allowed in the weight room.
  - e. All facilities will be closed for community use between the hours of 10:00 PM and 7:00AM.
  - f. All food and drink must be consumed in the upper bleacher area only. No food or drink may be taken onto the gym floor or into any other room of the gym.
2. Upon approval, the application becomes a contract agreement between the district and the organization or individual.
3. Payment, when required, for the use of the district facility shall be made to the superintendent's office prior to the use of the facility. Payment shall be in accordance with the contract agreement and the schedule of charges approved by the Board.
4. The Board reserves the right to cancel at any time, any and all agreements for the use of its facilities. The superintendent is hereby authorized to cancel at any time, any and all agreements issued for the use of its facilities when he/she deems such action is necessary for the best interests of the district.
5. The superintendent is authorized to make a reasonable exception to the rules and regulations covering the community use of the facilities.
6. Any damage to the school property (i.e. school grounds and buildings) shall be assumed by the sponsoring parties. The district facility shall be left in the same condition as found. Sponsoring parties shall:
  - a. Remove all garbage from the premises;
  - b. Turn off lights, except night lights;
  - c. Flush all toilets and urinals;

- d. Sweep floors and dispose of trash;
  - e. Mop floors (if needed);
  - f. Put away all equipment;
  - g. Lock all doors and/or arm security system.
7. Sponsors and group members will follow directions and requests made by district employees at all times. Failure to do so will result in denial of future facility use requests.
  8. Under certain circumstances the school district may require that a district employee remain on school grounds during the duration of a community group's use of a facility to act as a supervisor. In such cases the sponsoring group will be responsible for paying the employee's hourly rate plus employer costs.
  9. The public is welcome to use the school grounds for recreational purposes. This privilege is solely for those recreational activities which neither endanger the safety of students nor interfere with the rights of nearby residents or the public.
  10. Groups or organizations granted the use of the district buildings or facilities must confine their activities to that part of the building or facility for which the application was made. Failure to do so will result in denial of future use.
  11. Persons or groups using the gymnasium for recreational purposes shall be required to wear tennis shoes or gym shoes, no street shoes are allowed on the gym floor.
  12. The use of profane language or rowdy conduct shall not be permitted.
  13. The use of tobacco in a public school building is prohibited.
  14. The use of any illegal drugs or alcoholic liquors in any form shall be prohibited.
  15. Animals (other than guide dogs) are not allowed on district property unless special arrangements have been made.
  16. The Board assumes no responsibility for properties left on the premises.
  17. The applicant is held responsible for the preservation of order.
  18. The Board or its representative must have free access to all rooms at all times.
  19. The use of school equipment is not included in the facility usage contract unless it is so specified on the application form. Any use of school equipment is prohibited unless permission is obtained.
  20. Facilities/equipment will only be used for purposes for which they were designed.
  21. To cover cleaning / breakage fees, the district requires all organizations and individuals to attach a check to the application. The un-cashed check will be returned, provided all security card(s) and or key(s) are returned and there are no problems.

Refundable Cleaning/Breakage Deposit fees will be \$50 per use request.

Fee waivers may be granted to those groups using district Facilities where the administration determines there is an educational interest for a benefit to children/students. Groups wishing to obtain a fee waiver should indicate this on the facility use application.