

PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

The superintendent and or designee shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities pursuant to those criteria the following requirements will govern such use. All users will:

1. Make arrangements for fee payments in advance of use.
2. Ensure that no unauthorized third party will be granted permission to use the facility or any portion thereof without prior approval.
3. Ensure that participants will not be restricted from participation for reasons of race, religion, sex, creed, national origin, or handicapping condition.
4. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
5. Ensure that prior approval is received before signs, banners, and pennants are erected, and that they do not deface school property.
6. Provide required number of chaperones for children (one adult per 10 or less unless otherwise stated).
7. Ensure that the number of attendees does not exceed the authorized capacity of the facility for each designated area..
8. Ensure that participants' vehicles are parked only in areas designated according to the parking plan.
9. Ensure that usage and users are restricted to assigned areas.
10. Allow food and drink only in areas designated for eating.
11. Guarantee that activities will be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
12. Prohibit smoking in buildings and on grounds.
13. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
14. Will obtain permission prior to bringing animals on to school property.
15. Observe contracted time limits.
16. Leave the building in a clean, neat and orderly condition.
17. Ensure reimbursement for the cost of damages occurring during use.
18. Agree to hold harmless and indemnify the school board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school board property for which the board is liable. (An insurance policy for such coverage is required.)

19. Comply with such safety regulations and policies as the school board may require.
20. Comply with all federal, state, and local laws, regulations, and licensing requirements.

I have read and understand all of the above criteria for use of the school facility.

Signature: _____

Date: _____