

CODE: KF-R

COMMUNITY USE OF SCHOOL FACILITIES RULES

The following rules apply to the community use of school facilities:

- A. Tobacco use is prohibited. Organizers must clearly announce at the beginning of the event/activity to all those present that there tobacco use is prohibited on school grounds or in school facilities.
- B. No drinking of alcoholic beverages is permitted.
- C. Activity shall be restricted to that area for which permission is granted.
- D. The activity shall not extend beyond the hours approved in the request.
- E. All programs shall be planned so they do not interfere with the regular day-school schedule.
- F. Any organization using the facility shall be responsible for moving its equipment to the facility.
- G. The supervisor in charge of the activity shall be present before the activity is due to start, and is to remain with the group until all have left.
- H. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility for the facility.
- I. School authorities must have free access to all rooms at all times.
- J. Where custodial presence or kitchen assistance is needed, an hourly charge will be assessed and must be pre-paid at least 5 days prior to the use of the facility.
- K. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good promptly for any loss or damage occurring as a result of use of school property. Kitchen facilities shall be washed and sanitize after use per the instructions given by the on-scene kitchen employee. User shall be responsible for appropriate clean-up.
- L. No school property or equipment is to be altered or removed from the premises without official authorization.

M. No reservation will be completed until this application is returned and approved by the Superintendent.

I agree on behalf of the organization herein named, that all members and guests will observe these rules and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to _____ (name) school property during the aforementioned period of use. We also agree that our organization will at all times hereafter indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization, and we will further hold said school harmless for loss or injury of any kind in connection therewith.

Signed: _____ Date: _____
(Organization Representative)

Approved/Denied: _____ Date: _____
(Superintendent)

cc: Business Manager, Central Office

Adopted: July 22, 1997

Revised: September 9, 2000; November 5, 2013