

guidelines

OFFICE OF THE SUPERINTENDENT
PLAIN LOCAL SCHOOL DISTRICT

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USE OF DISTRICT FACILITIES

Applications

Any organization or individual desiring to use District facilities shall complete an application (7510 F1) and submit it to the Treasurer for approval.

- A. Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of the minimum fee or an amount equal to ten percent (10%) of the estimated fee, whichever is greater.
- B. The Treasurer shall check each application with respect to date, time, and other arrangements, and will provisionally approve or deny the use of the school facilities, based on Board policy.
- C. The Treasurer will approve all requests and send a copy of the request to the building administrator. If the application is not approved, all deposits included with the application will be returned with the application.
- D. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- E. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Treasurer with or without due notice. All approvals are to be granted with this understanding.
- F. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- G. The applicant agrees to assume responsibility for all liabilities arising from the occupancy of buildings or grounds use. It is further understood and agreed that the school district assumes no obligation with respect to the use of such premises.
- H. All individuals or organizations whose programs involve physical activities must file with the District Treasurer a liability bond that "holds the Board harmless" for any and all mishaps. The organization must furnish a Certificate of Insurance showing evidence of the following minimum coverages:

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Comprehensive General Liability

Bodily injury	\$500,000 per each occurrence \$500,000 aggregate
Property damage	\$100,000 per each occurrence \$100,000 aggregate

The Certificate must also indicate that coverage is afforded for Products Liability if food or drinks are sold or served.

- I. Contracts will be issued for specific parts (rooms) within a building. It is the applicant's responsibility to ensure that no other parts of the building are entered.
- J. The applicant will assume responsibility for securing police protection/traffic control resources when, in the school district's opinion, such additional security/safety requirements are necessary, with costs borne by the applicant.
- K. In the event that payment for fees, rentals, seminars, etc., is made by check and said check is returned for insufficient funds, closed account, or other similarly related circumstance by the respective financial institution, the Treasurer will make every reasonable effort to obtain indemnification to replace the returned check. Additionally, the Treasurer is authorized to assess a \$30.00 service charge for each returned check. The service charge will be in addition to the amount owed for the returned check.
- L. It is the responsibility of the Board of Education to insure that the facilities used under this program are not used for any illegal purposes or in any manner inconsistent with the general principles of non-discrimination or first-come-first-served priorities.
- M. Groups renting the natatorium will be required to furnish their own lifeguard(s). If a lifeguard(s) is not obtainable, the District will provide lifeguard(s) at the established rate. The lifeguard(s) will have earned a recognized level of certification, copies of which will be turned in to the District with the application for facility rental. Groups renting the natatorium will be responsible for all safety issues relative to the use of the facility.
- N. The applicant agrees to assume all responsibility for all liabilities arising from the occupancy of buildings and grounds use, it being understood and agreed that the District assumes no obligation respecting the use of such premises.

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Ineligible Users

Permits will not be granted for activities that are in conflict or competition with District programs or are not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance. In all other cases, final payment will be made to the Treasurer's Office within one week following the event or activity.
- C. Use of tobacco is prohibited in all areas, effective January 1, 1995. All users are responsible for complying with this regulation. This includes all uses of tobacco, including smokeless tobacco and chewing tobacco.
- D. Alcoholic beverages and controlled substances will not be permitted on District property *at any time*, provided that this prohibition shall not bar the possession/use of alcohol in observance of a bona fide religious practice.
- E. Decorations must be fireproof and will be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. The user will be fully responsible for all loss or damage to District property, including property of students and employees.
- G. Requests for District-owned equipment are not included in the direct or indirect costs and will be charged, based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- I. Use of stages, furniture, and equipment must be arranged in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not completed satisfactorily will be paid for by the user group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the user group.

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- J. Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.
- K. Use during summer vacation, on holidays, or during other vacation periods will not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
- M. A school custodian will be on duty whenever a facility is being used, except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities IS/are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food service personnel are required to be present when use of kitchen facilities is requested.
- N. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusal to grant subsequent requests for the use of District facilities.
- O. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so that they block exits, stairways, or aiseways.
- P. The District will not be responsible for any loss of valuables or personal property.
- Q. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- R. Playground facilities may not be used by any youth over the age of twelve (12) nor shall any person be allowed on the playgrounds after dark.
- S. Skateboards and other like equipment that constitute a safety hazard to students are not allowed on District premises at any time.
- T. The use of any signage on buildings or grounds requires approval from the building administrator.

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- U. Trucks or other vehicles arriving at a school site to dump or unload materials shall have permission from school officials (building principal, Superintendent, Business Manager, Athletic Director) before proceeding. This is to insure that loaded trucks will not travel over ground too soft, or travel on asphalt play areas that cannot support the weight.
- V. Vehicles must park in the parking lot or on the street. No vehicles are to park on the grass or asphalt playground areas.
- W. Flume sand for the ball diamonds will be delivered as needed and is to be spread immediately. There will be no excess sand laying around in piles.
- X. Trash from the concession stands will be placed in barrels or dumpsters. These should be emptied at least twice a week.
- Y. All premises will be thoroughly policed and cleaned of paper and other debris each day.
- Z. Participants and spectators will be supervised to insure protection of facilities and buildings from vandalism and defacing.
- AA. Report all unusual incidents or those incidents beyond your control to school authorities and/or police.
- BB. There will be no drinking of intoxicating beverages or use of illegal drugs on the premises, provided that this prohibition shall not bar the possession/use of alcohol in observance of a bona fide religious practice.