

PUBLIC USE OF SCHOOL FACILITIES REGULATION

1. The use of school facilities is permitted when the school is not in session and/or in the opinion of the Board of Education, such use will not be disruptive to normal school operations. Applications for the use of district facilities and properties are dependent upon availability. It is understood that the school and its related organizations have prior rights to the school buildings, and property.
2. The use of facilities may be granted for social, civic, recreational meetings and/or entertainments or other uses pertaining to the welfare of the community providing, however, that such meetings and entertainments, and use shall be non-exclusive, open to the general public and not for profit in nature.
3. Admission fees may be charged provided that the net proceeds are to be expended for an educational or charitable purpose only.
4. School needs and summer maintenance of facilities take precedence over all outside activities and may result in re-assignments or cancellation of a non-school organization activity. *Except in the case of an emergency, a 15 day notice to organization will be provided.*
5. Use of facilities will be granted under the provisions outlined in the policy and the signature of the applicant on the application represents the acceptance of those provisions and the accompanying general rules and regulations.
6. Organizations receiving permission to use school facilities and/or properties are responsible for the conduct of both the participants and spectators in the buildings or on the grounds of the Spencer-Van Etten School District.
7. The person or persons whose name appears on the facilities request will be considered the person(s) responsible for the control of the participants and must be supportive of the school policy and of the officials of the district whose responsibility it is to enforce these policies.
8. After each use of a district facility and/or property, the sponsoring organization will remove any and all debris in the assigned area which is directly attributable to the conduct of the approved activity.
9. Permission is granted for the use of facilities and/or property until 10:00 p.m. unless prior arrangements have been made and are so indicated on the use of facility permit form.
10. The district reserves the right to revoke permission in case of emergencies, i.e., in the event that schools are closed due to inclement weather and the conditions prevail throughout the day, all scheduled use of district facilities and/or properties will automatically be canceled. Exceptions to this rule may be obtained through the Superintendent of Schools when extreme hardship would result due to a cancellation

11. Applicants are required to notify the Building Principal at least two (2) days in advance if for any reason they wish to cancel their use of a facility. If prior notification is not provided, charges will be assessed to the organization.
12. We are a drug free school district - no alcohol – no *illegal* drugs – no *tobacco use* will be permitted on school property.
13. Parking will only be permitted in designated lots.
14. Responsibility for the buildings and grounds rests with the Principal. A school district employee must be present for all non-school use.
15. The district will not accept responsibility for injuries *resulting from* participation in a non-school activity.
16. Misuse of facilities and/or properties or failure to abide by these roles and regulations will result in the immediate revocation of permission to use the facility and/or property.
17. All signs/posters/notices must be cleared with the Building Principal prior to posting.
19. *Use of district facilities will only be permitted when the organization provides the district timely evidence of adequate insurance coverage to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and non-reviewable discretion regarding what constitutes adequate insurance coverage or to waive this requirement for each proposed use.*

Adoption date: 4/25/06