

## REGULATIONS FOR USE OF FACILITIES

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.

The Corporation reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to Corporation 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.

The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.

Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

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.

Uses of stages, furniture, and equipment must be arranged for 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 done satisfactorily will be paid for by the using 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 using group.

Buildings will normally be open \_\_\_\_\_ prior to the activity and for \_\_\_\_\_ after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods for obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.

A school custodian shall 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 are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.

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 they block exits, stairways, or aisleways.

The Corporation will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Playground facilities may not be used by any youth over the age of \_\_\_\_\_ nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

#### SUPERVISION OF RENTED FACILITIES

- [ ] Each group requesting the use of Corporation facilities must use the services of a Corporation custodian and must pay for such services.
- [ ] Each group requesting the use of Corporation facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the Corporation facilities.
- [ ] If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- [ ] Supervisors are responsible for the enforcement of all rules and procedures regarding the use of Corporation facilities.
- [ ] The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.