

REGULATIONS
USE OF SCHOOL FACILITIES/GROUNDS

1. Requests by any organizations for use of any portion of a school building shall be submitted ~~in triplicate~~ on the form provided by the Board of Education, to the appropriate school office at least twenty (20) days prior to the date desired. After review by the building principal or his/her designee, the request must be submitted to the ~~Superintendent of Schools or his/her designee~~ Director of Buildings and Grounds for a decision on the application. Approval by the Board of Education is only required when an exception to this regulation is needed to authorize the use of school facilities or grounds. Unless a restriction is contained in this regulation, the Board delegates the authority to make a decision to the Superintendent of Schools or his/her designee.
2. No student activity on nights preceding days when school is in session will be held later than 10:45 00 P.M. - on other nights no later than midnight.
3. It is understood that in all cases the regular school activities or organizations of the school shall have first preference in requests for the use of any part of the building. Where a permit is issued for use and conflicts with a school activity, the rescheduled school activity and organization take precedence over the scheduled outside activity.
4. No organization shall be granted the use of a school building unless the organization satisfies the Principal of the school that there will be a responsible person in charge.
5. All meetings, entertainments, or dances by outside organizations must cease not later than 12 o'clock midnight, and custodians must see that the building is closed promptly.
6. The number of tickets sold must not exceed the seating capacity of the auditorium or gymnasium for which the permit is granted.
7. When approved, a ~~duplicate~~ copy of each application ~~filed with the Board Secretary~~ will be ~~returned~~ given to the applicant if requested. Such application is not transferable. Only the part of the school building specifically mentioned in the application is to be used.
- ~~8. The Board Secretary will send a copy of the approved application to the Principal or head of the school, and to the Fire Prevention Bureau.~~
- ~~98.~~ 98. Classrooms will not be available as dressing rooms or make-up rooms except upon approval of the Principal.
- ~~409.~~ 409. Smoking is prohibited at all times in any district building and on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.
- ~~4410.~~ 4410. All national and state laws, local ordinances, and rules of the Police and Fire Departments regarding public assemblies must be strictly complied with. The holder of a permit must provide sufficient police and fire protection at each performance.
- ~~4211.~~ 4211. It is understood and agreed that the applicant assumes responsibility for the preservation of order in said building, and liability for any damage to or loss of school property and equipment, regardless of any assignment of negligence, and for the strict observance of all regulations of the Board of Education with reference to the buildings.

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4312. Board of Education permission must be obtained to use motion picture projectors, to decorate, to install scenery and to move or tune pianos. No pianos, moving picture projectors, scenery or other apparatus are to be moved into the building unless special permission is granted.
4413. Special equipment of any kind, including spot lights, flood lights, Klieg lights, stage scenery, audio visual, band instruments or motion picture apparatus will only be furnished by the Board of Education under special contract. The Temporary Use of School Equipment form shall be completed and submitted to the school.
4514. The service of building custodians does not include the erecting or dismantling of scenery or equipment.
4615. Scenery, palms and other equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. Whenever materials, equipment, furnishings or rubbish is left after the use of school building, the party to whom the permit is issued will be required to pay for the cost of removal of same, which removal will not be delayed for the convenience of the party who used the building.
4716. When a permit is granted, the schools must be in charge of regular employees of the Board of Education, the number of whom in each case will be subject to the direction of the Building Principal and the Board Secretary and the Director of Buildings and Grounds.
4817. No building or maintenance custodian shall have the right to open any school building outside of school hours (including Saturdays and Sundays) for any person or persons except the Principal or persons designated by him/her, unless they first have authority in writing to open said building from the Business Office.
4918. Should the holder of a permit wish to cancel a reservation, the ~~Business Office~~ Director of Buildings and Grounds must be notified by 12 o'clock noon on the day of the meeting or performance. If no notice is received by the Board of Education and the holder of the permit fails to appear within one hour after the meeting or performance is scheduled to start, the holder of the permit must pay the regular assigned rental fee.
2019. The Board of Education or its representative, shall at all times have free access to all parts of the school building, and the Board of Education or its representative, reserves the right to revoke any permit, should such action be deemed necessary or desirable and in the best interest of the school system and the public generally.
2420. Special regulations for the use of school grounds will be attached for those applicants requesting such use.

Adopted: August 8, 1994
Revised: January 14, 2002
Renumbered: 07/12/04 (7510 R-1)
Revised: