



Rules Governing Use of Facilities by Outside Organizations

Outside Organizations shall follow these additional rules governing use of school facilities:

1. An outside organization shall not unlawfully restrict participation in an activity or event taking place at a school facility because of an individual's race, religion, creed, sex, national origin, age or disability.
2. A school custodian, and/or other System employee as designated by the principal, must be present during the activity or event. School employees are not permitted to give their building keys to an outside organization.
3. Signs, banners, permits, etc., may not be erected on school property unless the permission of the Principal or designee is obtained in advance and only if such displays do not deface school property.
4. Supervision, as approved by the Principal, must be present for activities involving children.
5. Third party organizations who wish to use District facilities during non-instructional hours will be required to affirmatively agree to consult with the school leadership/building administrator about compliance with the existing school/building safety plan as a part of their Facility Use Application.
6. Parking is permitted only in designated areas.
7. The number of attendees may not exceed the number authorized and must be in compliance with local fire codes.
8. Approved users and their participants must stay in their assigned area at all times. Entry into other areas of the facility will be considered trespassing.
9. Any use of a facility beyond the time specified in the use agreement is subject to additional fees charged in quarter hour increments.
10. All activities must be orderly and lawful, and must comply with all federal, state and local laws.
11. Use of lighted athletic fields must end by 10:00 p.m.

12. Food and beverages are allowed inside of cafetorium only. Request for authorization must be made in the application and approved in the use agreement. The organization is responsible for cleanup for all areas used.
13. Alcohol, illegal drugs, weapons or explosives are not allowed in school facilities or on school property.
14. The use of tobacco products is prohibited in school facilities and on school property.
15. School facilities that are available for use by outside organizations are: PE buildings, media centers, parking lots, classrooms, gymnasiums, cafeterias/cafetorium, kitchens (kitchen cafeteria staff must be utilized for a fee), playing fields, athletic fields. Request to use auditoriums, theaters, concession facilities, media centers, conference rooms and common areas will be considered on a case-by-case basis by the Principal. Use of System personnel may be required at the Principal's discretion.
16. Outside organizations may use tables and chairs if requested in advance. A set-up fee will be charged, and System personnel must be used. The following types of equipment may not be used by outside organizations: musical instruments, athletic equipment, computers, technical, or laboratory equipment.
17. Requests to use teaching museums, staff development centers or other System facilities will be considered on a case-by-case basis by the Rental Office, in consultation with the building supervisor.
18. Outside groups may not make any modifications to school facilities in order to accommodate their use of the facility. This includes modifications to the electrical, heating, cooling, ventilation or plumbing systems, or to the structure or grounds of the facility.
19. Outside organizations may not sublease school facilities to other organizations or individuals, or transfer or assign their use agreement to anyone.
20. Individuals are not eligible to apply for use of school facilities.
21. School facilities shall not be used for anything other than use(s) approved in the Use Agreement.
22. The use of said areas shall not in any way interfere with school activities. Facilities will be left in as good condition as found.
23. When schools are closed because of inclement weather, all facilities use is canceled.