

**RULES RELATING TO RENTAL OR USE OF SCHOOL FACILITIES  
[TO BE RETAINED BY PERSON RENTING]**

1. When the use of these facilities is requested, arrangements must be made to have qualified personnel currently employed by the RSU present and available for the operation of our equipment.
2. When more than one specified area is requested, a rental fee will be charged for each needed facility.
3. The basic policy of proper supervision and responsibility for damage now in effect throughout the RSU shall apply.
4. The use of school facilities will be refused or revoked for those who have misused them.
5. In the event there is a breach in security and the facility's security alarm goes off, the organization or individual using the facility will be assessed a charge of \$100 to have custodial staff or other designee respond to the call.
6. In the event custodial staff or other school personnel can determine that the person using the facility was negligent in ensuring all doors were properly shut and locked after use, further use of the facility will be denied.
7. Alcoholic beverages, tobacco and/or controlled substance products cannot be brought onto or consumed within the facility or on school grounds.
8. The number of tickets sold must not exceed the seating capacity of the auditorium, gymnasium or cafeteria for which the permit is granted. Capacity for each building is as follows:
  - Dresden Elementary School: gymnasium/cafeteria, 233
  - Hall-Dale High School: gymnasium, 950; cafeteria, 260
  - Hall-Dale Middle School: gymnasium, 400; theater, 270
  - Hall-Dale Elementary School: gymnasium 400; cafeteria, 200
  - Monmouth Academy: gymnasium, 900; cafeteria, 182; auditorium (music rm.), 70
  - Monmouth Middle School: gymnasium/cafeteria, 270
  - Henry Cottrell Elementary School (Monmouth): gymnasium/cafeteria, 240
  - Richmond Middle/High School: gymnasium 895; cafeteria, 250
  - Marcia Buker Elementary School (Richmond): gymnasium/cafeteria, 200
9. Checks should be made payable to Regional School Unit No. 2
10. Groups receiving approval to use the facility must comply with all national and state laws, local ordinances and rules of the police and fire departments regarding public assemblies. The holder of the permit must provide sufficient police for all functions which are open to the general public or when deemed necessary by the superintendent.
11. This permit is not transferable.
12. The board of directors, or its representative, shall at all times have free access to all parts of the school building and shall reserve the right to revoke any permit should such action be termed necessary or desirable and in the best interest of the school system and the public generally.
13. Smoking is prohibited in RSU #2 buildings and on grounds at all times (Re: Policy ADC).
14. Possession of weapons is prohibited on school property (Re: Policy JICIA).