

APPLICATION FOR THE USE OF SCHOOL PROPERTY

Revised Jan 2010

(Conditions of Use)

1. Organizations, groups or individuals renting school facilities are responsible for the proper usage of the school building and facilities.
2. Food, including soft drinks, may be served only in the areas designated by the Board of Education and/or administrative staff.
3. Under no circumstances may alcoholic beverages be permitted on the school premises or brought into the school buildings.
4. Proper supervision as needed shall be provided at the expense of the organization using the facility. If necessary, police attendance may be required. Persons connected with the group renting a facility should not be in the school building other than the rooms engaged and direct approaches to the facility.
5. A district cafeteria employee must be employed when kitchen facilities are rented to supervise the use of kitchen equipment while food is being prepared on the school property.
6. A custodian is required to open and close school buildings unless the building principal has approved other arrangements for proper supervision. The use of a custodian may require an additional fee for the rental of the facility.
7. Putting up decorations or scenery, or moving pianos or other furniture is prohibited unless specific written permission is granted. (please note all requests on the application)
8. Effective January 2010, a trained AED operator is no longer required to be present at an activity that is provided by a private or not-for-profit organization and supervised by persons other than school employees.
9. Applicant is responsible for and agrees to make payment for any loss or damage resulting from the use of school facilities.
10. Any damaged property must be replaced in full.
11. Pick up and return any rental equipment.
12. State law forbids use of tobacco in any form, in all public school buildings and on grounds. There are no exceptions as to time of day, day of the year or parties using the buildings or grounds. Anyone desiring to use tobacco products must leave the school property to do so.
13. Shoes that are appropriate to the activity being provided by the group will be a requirement.
14. In the event that the school needs the facility for a school activity, the request for the use of the building/space will be canceled.

Signature of Contact/Responsible Party

Date