

**USE OF SCHOOL FACILITIES
(REGULATIONS)**

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance to the Superintendent's office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Valliant Public Schools.

School premises shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.

Persons or organizations using school premises that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The school district's policy regarding tobacco use will be provided, which policy disclosed the school's rules regarding tobacco products on school premises.

The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace; constitute subversive doctrine or seditious utterances; or agitate for changes in our form of government or social order by violence or unlawful methods.

Juvenile organizations must have adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using the building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate.

All functions must close by 12:00 p.m. unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he is an officer of such group, must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility. A copy of the organization's liability insurance shall be maintained on file in the district administration office.

The school district reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.

DURING SCHOOL HOURS:

School buildings, property, or equipment may be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

DURING NON-SCHOOL HOURS:

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours.

Churches or outside organizations may not use school facilities for regular meetings except as a temporary or emergency measure to assist the group during the time their own facilities are not available for use, as long as such use is permitted by Oklahoma law.

School lunchrooms and cafeterias shall not be used by any outside groups which would be in competition with commercial eating places; but shall be used only for dinners for groups connected with the school or with civic organizations.

School gymnasiums are not available for independent or other outside sponsored games or practices on Sunday afternoons.

Groups or organizations desiring to use the auditoriums must meet all guidelines spelled out in the Auditorium Contract.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

SCHEDULE OF FEES, RATES, AND CHARGES:

Gyms - \$10.00 per hour for practice (minimum rental of 3 hours).

Custodial service will be made available at the actual cost incurred by the school district for the employee's services.

Cafeterias - \$10.00 per hour (minimum rental of 3 hours). If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of the actual cost incurred by the school district for the employee's services. Banquet service will be available with a two week prior notice. Compensation for banquets will be as follows: Head Cook - \$55.00; Cook - \$45.00.

Classrooms - \$10.00 per hour per room (minimum rental of 3 hours).

Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.