

# **1006.01R1 Guidelines for Use of School Facilities**

Friday, August 11, 2023

## **GUIDELINES FOR USE OF SCHOOL FACILITIES**

The following guidelines will be observed by individuals or organizations renting or using school facilities:

- A. The Application for Facility Use form must be completed and approved by school administration.
- B. The key to enter the facility shall be checked out prior to the activity.
- C. Only the supervisor shall have use of the key.
- D. The key shall be returned upon completion of the activity.
- E. The sponsor(s) of the activity shall properly supervise all persons in the building.
- F. The sponsor(s) shall be responsible for building security during the activity.
- G. The sponsor(s) shall assume full liability resulting from use of the facility and all activities.

H. The sponsor(s) shall be liable for any damage to the building or equipment during the use of the facility.

I. All participants will wear tennis shoes on the gym floor.

J. The sponsor(s) will furnish all equipment, except that approved by the activity sponsor or school principal.

K. The sponsor(s) will insure that the showers and lights are turned off and all doors are locked when the activity is completed. Gym lights should not be used if they are not necessary.

L. The administration may approve the use of audio-visual equipment for the use of eligible local community groups when not in use by the school and the group agrees to be responsible for any damage to the equipment.

M. The use of the kitchen must be specifically requested.

1. All breakage or loss must be replaced or paid for.
2. All items used must be washed in the dishwasher with a temperature of 180°F in rinse.
3. Organizations not using the dishwasher must furnish their own silverware, cups, plates, bowls, etc.
4. Kitchen items may be used but must be replaced where found.
5. All garbage is to be disposed of by the organization using the kitchen.
6. The kitchen must be left in excellent condition at all times.
7. Cafeteria tables and chairs are to be washed and cleaned.

N. There shall be no use of alcoholic beverages or illegal drugs, and there shall be no gambling permitted on the premises during any activity. There shall be no smoking or use of any tobacco products in school buildings or in school facilities.

O. The activities that will be conducted will not violate the standards of good morals, nor promote activities that could be injurious to the building, grounds, or equipment.

P. The sponsor(s) shall clean up and secure the building upon completion of the activity.

Q. The school administration should be informed of any problems that may occur.

#### Wearing Suitable Clothing in Gymnasiums

Any student, group, or student organization using any of the gymnasiums will not be allowed to use foot wear, either street or athletic, or wear other types of clothing that may leave scuff marks or scratches on the gym floors. Each teacher, sponsor, and coach shall be responsible for enforcing this regulation. Additionally, students are encouraged not to purchase shoes that are capable of leaving dark scuff marks on the floors of school halls and classrooms.