

CLASSIFICATIONS

CLASS I (First Priority)

- Recognized school organizations and school related functions
- Local tax supported agencies serving the district residents
- Local non-profit youth agencies serving the district youth/Churches
- Fundraising events for any of the above

CLASS II (Secondary Priority)

- Civic organizations
- Non-profit community groups

CLASS III (Third Priority)

- Commercial and business organizations
- Individual community members

REGULATIONS

1. **PERSONNEL:** A custodian must be on duty when the building facilities are in use. The superintendant or building principal will decide the event's needs. A kitchen supervisor must be on duty whenever kitchen facilities and/or equipment are used. A trained district employee must be on duty when adjustments in the operation of the sound or lighting systems in the auditorium are required.
2. **EQUIPMENT:** At an additional charge, school equipment may be used if arrangements are made in advance with the building principal. Equipment must be removed immediately following the activity.
3. **SUPERVISION:** All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any outside supervision of hallways, locker rooms, rest rooms as required.
4. **USE:** All facilities shall be used in a manner consistent with the building design unless the superintendent of the Schools has granted prior approval. Food and refreshments are restricted. Food and refreshment areas are to be determined by the building principal. Authorized district employees shall have access to facilities at all times to verify appropriate use.
5. **LAWS:** All ordinances, laws, and district policies pertaining to the use of school facilities must be observed. Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. State Fire Laws must be observed at all times. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.
6. **LIABILITY:** Individuals or groups that use District facilities shall provide their own damage and liability (certificate of insurance) insurance. Damage caused by the renter to property and/or equipment shall be paid for the renter. The District will not be responsible for the negligence of others.
7. **WAIVER OF REGULATIONS:** The above regulations may be altered by approval of District administration.