

Users of District facilities shall follow specified regulations:

1. The District shall have first priority on facility use and may cancel any agreement on any facility by giving notice 24 hours prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.

The District may also cancel an event with less than 24 hours' notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility.

2. Any and all communications with the public by the user shall clearly identify the nature of the activity and the sponsoring organization.
3. Users must guarantee school officials that the activity is lawful, that behavior will be orderly, and that the users will pay for any damages due to their use of the premises or equipment.

Inaccurate or untruthful statements made in rental applications or contracts or violation(s) of rules and regulations for use of District facilities may result in permanent cancellation of the organization's use of District facilities.

4. After-school educational and/or childcare programs shall be approved by the superintendent.
5. Reservations for facilities will not be confirmed more than 90 days in advance except for ongoing programs or in exceptional circumstances.

The certificate of insurance must be presented to the District at least one week prior to use. Failure to provide insurance on time will result in immediate cancellation.

6. Rental of classrooms will be permitted only with approval of the principal and the affected classroom teacher. Any requests for secondary classroom use will be evaluated based on availability and appropriateness.
7. School facilities may not be rented for use past 10:00 p.m.
8. The District will not alter facilities for the purpose of rental.

9. There shall be no Sunday rental of school facilities with the exception of early voting for county-administered elections, Board-approved rental for places of worship, and academically centered educational programs.

10. The District employee assigned to open and close the building will be in charge of the building and will remain on

11. No smoking or use of tobacco products is permitted in District building or on any District property.

No alcoholic beverages or drugs of any type will be permitted in any District building or facility or on District grounds.

12. District facilities are not available for personal rental.

13. Extra charges may be assessed for equipment use other than tables and chairs (for example, piano and public address systems).

14. Any equipment malfunction at the school will not automatically result in any refunds to the lessee.

15. A rental agreement must be signed by the primary user and total payment for all charges/deposits must be received at least one week prior to the date of facility use. Rental agreements are nontransferable.

16. Reciprocal arrangements may be made with other school districts for facility usage.