

Use of Facility

Rules for Use of Building or Grounds

The following rules must be observed in the use of school facilities and the group leader will be held responsible for compliance.

1. For all outside parties that use our facilities after school hours (e.g., Cub Scouts, CCD classes, clubs, PTO) a responsible individual from each group will be let into the building's main entrance by the custodian 15 minutes prior to their scheduled event. Parks and Recreation has been given a plan which involves the use of specific gymnasium entrances for their building access. It is then the responsibility of all groups to designate a person(s) to open the door for arriving remaining members. Under no circumstance will they be allowed to prop the door and/or leave it unattended. They will also need to limit their use of the facility to only those areas requested in the building use form. Failure to comply with the procedures could result in the denial of future requests for building use.
2. Permits are issued for only the dates, hours, and area and equipment specified; and include only the nearest lavatories and drinking fountain. Permit holders shall not transfer or sublet the permit to another organization.
3. All activities must be under competent supervision with the organization using the facilities assuming full responsibility.
4. Rental changes shall be made in accordance with the schedule of rental rates.
5. All fees for rental and custodial labor are estimated costs prior to use. Actual fees for rental and custodial labor are determined after the event has taken place.
6. Smoking is prohibited in school building and on school grounds.
7. Possession or consumption of intoxicating beverages or drugs in any form in or on school premises is prohibited.
8. Disorderly conduct of any kind is prohibited and punishable by ejection from the building or grounds.
9. Food and drink must not be transported from the area designated on the permit.
10. An organization's equipment used in conjunction with the activity must be authorized on the permit and removed immediately thereafter unless permission is granted for storage.
11. All ordinances pertaining to public assemblies will be enforced.
12. Rooms and areas used shall be left in an orderly condition.
13. Organizations and groups paying rental fees must provide a Certificate of Insurance for bodily injury and property damage in combined single limits, for \$1,000,000/occurrence/aggregate.
14. A cancellation fee equal to 3 hours custodial overtime will be charged to all permits if cancelled within 72 hours of the event.
15. Use of school facilities by Class V groups may require police officers to be present for the event. This will be solely determined by an officer of Farmington Public Schools.