

BUILDING AND GROUNDS USE REGULATIONS

The following listed rules and regulations will be observed in all uses of schools facilities.

1. All applications for the use of school premises shall be referred to the principal and then to the Superintendent of schools.
2. The school shall have priority in use of the building at all times, and any agreement made with an individual or organization must be contingent on the needs of the program of the school, and such agreement may be terminated or altered at any time.
3. Requests for the use of buildings must be made at least one week before the date on which the facilities are to be used. Cancellation of permits must be made not less than twenty-four (24) hours prior to the commitment. Permit holders will be held responsible for all charges if cancellation notice is not received at least 24 hours in advance.
4. All permits will be issued for specific rooms in buildings and it shall be the responsibility of the permit holders to see that the remainder of the building is not entered and that participants do not meddle.
5. The persons or group receiving the permit shall be responsible for loss or damage to school property resulting from activities of the permit holder's meeting.
6. The applicant is held responsible for the preservation of order.
7. The usual and ordinary rules to protect the health, safety, and welfare of all participating individuals shall be followed.
8. The permit holder shall assume responsibility for securing police protection when it is deemed that such police attendance is advisable. Provisions for the number of personnel and security officers must be agreed upon before approval is granted.
9. The permit holder agrees to assume responsibility for all liabilities arising incident to the use of building or property of the Board of Education; it being understood and agreed that the Clinton-Massie School Board assumes no obligation respecting the use of such premises. Permit holder must sign a release and waiver of liability form or show proof of insurance - \$1 million for bodily injury and \$10,000 for property damage.
10. Permission for eating in the building must be granted by the building principal.
11. When school kitchens are used for preparation of food, the supervisor of Food Service or other designated school personnel must be present and assume general supervision of school equipment. The fee for this service must be paid by the user according to the established rates.
12. Any right or privilege granted to any person, persons, or organizations to use any building or property is personal and shall not be transferred to any other person, persons or organizations.
13. There shall be no smoking in the building.
14. There shall be no alcoholic beverages or liquors brought to or consumed in the building or on the grounds.
15. No activity involving gambling, lotteries, games of chance, or any other illegal transaction will be permitted on school property. School connected organizations may exercise limited deviation from this policy subject to the approval of the Superintendent and Board of Education.
16. Putting up decorations of scenery or moving pianos or other furniture may be done only upon permission from school authorities.
17. School authorities shall control all electrical arrangements.
18. Nothing shall be sold, given, exhibited or displayed without permission.
19. Non-school property will not be stored in the school without approval. No school responsibility is assumed for items left after the time of use.
20. An event held after regular school hours or on a non-school day will require the Board of Education to assign an employee of the school district to work hours in excess of his or her regular employment. The person or group holding the event will be expected to pay for that time in accordance with the fee schedule.
21. Some school equipment may be available to responsible community groups for worthy educational, civic, or charitable purpose when:
 1. The group borrowing the equipment agrees to accept responsibility for repair or replacement if damaged or lost.
 2. The equipment requested is in good condition.
 3. The use of certain pieces of equipment will require a school operator and a fee schedule for this is available upon request.
22. Rental rates cover only facilities listed. There will be extra charge for additional facilities requested after the reservation and the issuance of the permit. For example, rental of an auditorium does not include adjacent classrooms, equipment from other rooms, etc. Rental of any part of a building does include the use of restroom facilities.
23. The Board of Education reserves the right to alter rental fees as necessary for weekend use of the school facilities since opening the building on weekends always result in increased costs.
24. All buildings are regularly closed on Saturdays, Sundays and on nights before holidays.
25. Supervision by School Personnel: In any case of school facility use by a school organization, the person in charge shall be assigned by his Administrative superior and will be held responsible for the observance of all school rules and the protection of school property as well as regulating the conduct of any students involved. In case of use of school facilities by a non-school organization, a school employee shall be assigned to check the activity. Abuse of school property shall be deemed sufficient cause to cancel permission for use. In cases of doubt, the supervising school employee shall contact his administrative superior for instructions. A member of the custodial staff shall inspect the premises after use and report any loss or damage to his administrative superior.
26. The right to revoke any permit for use of school facilities is reserved by the school and such revocation may be made at any time.
27. The Board of Education or its representatives must have free access to all rooms at all times.
28. The Superintendent or Schools or his agent shall make all arrangements and interpretations of these rules subject only to appeal to the Board of Education.