

Procedure #	830.01-1
Date Issued:	8/5/08
Date(s) Revised:	

Title: Rental of Facilities

To Implement Board Policy: 830.01

School facilities in the District have been provided primarily for the education of students. They may, however, be made available to the community for education, civic and cultural and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities. The use of school facilities for school purposes shall have precedence over all other uses. Persons on school premises must abide by the conduct rules of the district at all times.

Student and school related organizations and municipalities shall be granted the use of school facilities, upon approval, at no cost.

A community group desiring to use school facilities must complete the REQUEST FOR USE OF SCHOOL BUILDINGS & PROPERTIES form (attached) and submit the completed form to the Office of the Principal. The Principal, or his/her designee, will review the REQUEST, determine if the space requested is available as requested and forward the REQUEST to the Office of The Business Manager. The Business Manager or his/her designee will review the form for compliance with Board of Education policy on community use of school facilities. If the REQUEST is consistent with Board of Education policy on community use of school buildings approval will be granted. If the REQUEST is inconsistent with Board of Education policy on community use of school buildings approval will not be granted. The REQUEST FOR USE OF SCHOOL BUILDINGS & PROPERTIES form will be available in the Office of the Principal.

As stated on the REQUEST FORM the costs are estimated. For estimated costs calculated in excess of \$100.00, an advance deposit equal to 50% of the estimated total is required. Any checks for the deposit will be deposited immediately. Actual costs less deposit will be billed after the use of the facility. The deposit will be refunded in full only if notification of cancellation is given at least 10 days prior to the event.

RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS:

- A. The use of tobacco, the consumption of alcoholic beverages, and foul/abusive language are prohibited.**
- B. Activity shall be restricted to that area for which permission is granted and shall not extend beyond the hours approved in the request.**
- C. All programs shall be planned so they do not interfere with the regular day school schedule or any scheduled school district sponsored activity.**
- D. The organization using the building shall be responsible for moving its equipment into and out of the building.**
- E. The supervisor in charge of the activity shall be present before the activity is scheduled to begin and remain with the group until all participants have left.**
- F. In the absence of the building principal or administrative personnel, the custodian is vested with the responsibility for the building.**
- G. School authorities shall have free access to all areas at all times.**
- H. Where custodial assistance must be hired, a charge will be made and shall be paid within 30 days.**
- I. Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment for any loss or damage occurring as a result of use of school building or property.**
- J. No school property or equipment will be altered or removed from the premises.**
- K. The using organization shall furnish public liability insurance with limits at least equal to those of the school.**
- L. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and Antioch Community High School as insureds. The absence of such a certificate will preclude use of the facility.**
- M. This license to use the building and/or facilities is revocable at any time by school authorities.**
- N. No reservation will be made until this application is returned to the requesting group and approved by the appropriate school administrative official.**
- O. Unless given prior approval, all food items must remain in the cafeteria.**

Adopted 9/6/01
Revised 8/17/2009