

POLICY FOR USE

1. Approval and scheduling of events will be accomplished through the office of the appropriate building principal and Community Services and may be initiated through the appropriate building principal or Community Services.
2. Application form will be submitted a minimum of one week in advance.
3. Use of facilities will in no way interfere with the use of school facilities for school activities.
4. Applicants will be billed by the Superintendent's Office at the appropriate rate.
5. Payment charges will be forwarded promptly after receipt of the billing, in any case no later than ten days.
6. Minimum of one week advance notice must be given for any special equipment required.
7. School personnel shall supervise or control all electrical arrangements and use of equipment.
8. Applicant is responsible for preserving order and must detail in advance supervisory plans for school authorities who retain authority.
9. A staff member must be present during the entire time the facilities are in use. A member of the kitchen staff will be on duty if kitchen facilities are requested.
10. No smoking will be permitted in school buildings or on school grounds.
11. No alcoholic liquors, beverages or drugs may be brought or consumed in school buildings or on school grounds.
12. The user shall assume liability for any damage to the building, grounds or equipment that may occur during use.
13. School furnishings or fixtures may be moved only with prior approval.
14. Property of the users will not be stored on school property without prior authorization. (The party assumes liability for loss or damage to items being stored).
15. The School Committee reserves the right to reject any application or to cancel immediately reserves the right to reject any application or to cancel immediately any permit if in the opinion of the Committee the spirit or intent of the Committee's policies is being violated.
16. It is the responsibility of the user to restore the facility to its original condition or pay custodial staff for this service.
17. Nothing will be sold, given away or displayed without advance permission.
18. Use of the buildings will be no later than 11:00PM unless special arrangements are made.