

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE(S)

USE OF FACILITIES

8520

8520.1

Rules and Regulations

The following rules and regulations are in accordance with Board Policy and shall apply to all individuals or groups using school facilities:

- a. A person representing the District must always be present in the building when it is being used by a group or individual requiring access, unless otherwise approved by the Superintendent or Board.
- b. Groups are restricted to the rooms or areas requested.
- c. Only authorized school personnel shall operate District owned equipment.
- d. No refreshments shall be sold or served in facilities without prior approval.
- e. No smoking shall be permitted inside buildings.
- f. No gambling shall be permitted on school grounds except as provided for under Section 8520.11 of the Policy.
- g. The use of controlled substances (alcohol and/or drugs) is prohibited on school property.
- h. All facilities must be returned to their original condition unless prior arrangements have been made for custodial service.
- i. No equipment can be stored in District facilities on a regular basis.
- j. This District's insurance policies do not cover the action of individuals not employed by the schools. It is required that agencies using the school purchase appropriate insurance to protect themselves.
- k. All requests for use of facilities must be made at least six (6) weeks in advance of the date being requested.

- l. Organizations and individuals using school facilities shall not have the authority to sublet the facility or to operate or permit any concession to be operated except as approved.
- m. If decorations are to be used the following must be observed:
 - 1. No nails or tacks shall be driven into the floor, walls or woodwork.
 - 2. No pins or adhesives are to be used on curtains.
 - 3. Decorations shall in no way damage school property.
 - 4. Decorations must be removed prior to next school session.
- n. All applications for use of school facilities must be made in the Office of the Superintendent or Business Office.
 - 1. Complete Classification Determination
 - 2. Application is made by means of a written agreement on a form provided.
 - 3. The "Agreement Form" becomes a contract when approved.
 - 4. The "Agreement Form" must be signed by a duly elected officer of the organization requesting use of the building or facility.
 - 5. Applications will automatically be rejected when the date and time interferes with a school function.
 - 6. If two organizations request the use of the same facility for the same period, the earliest application will receive preference.
- o. Misrepresenting information on the application is reason for denial of the request.

- p. The District reserves the right to add regulations as it deems necessary in the best interest of the District.

8520.2

Classes of Organizations or Individuals

School facilities will be made available to organizations or individuals based upon completing an application for Classification Determination. Classification Determination must be renewed every two (2) years.

8520.3

Fee Schedule for Rental of Facilities

The following schedule represents the fees charged to the various classes or groups of individuals who may desire to use school facilities. All rental payments are due and payable upon receipt of invoice. The Board reserves the right to require a deposit fee for any activity which does not result in a rental fee being charged.

- a. Anytime kitchen equipment is to be used, a District cafeteria employee must be present. A personnel fee is to be paid by the organization using the facility and will be added on to the rental fee. The personnel fee shall be established by the Superintendent and Business Manager.
- b. If custodians are normally on duty during the rental period, no charge will be made for their services unless extensive assistance is requested. If the rental period is not during normal custodian hours, a District employee must be present. A personnel fee is to be paid by the organization using the facility and will be added on to the rental fee. The personnel fee shall be established by the Superintendent and Business Manager.
- c. If the auditorium use request involves the use of lighting and or sound equipment (other than having the house lights on and one live microphone), the organization will be charged for the services of the Stage Crew Manager and Stage Crew Assistants. The personnel fee shall be established by the Superintendent and Business Manager.

Revised March 13, 2000