

## GENERAL REGULATIONS

1. The space to be used must first be approved by the Superintendent
2. Application must then be made to the Superintendent for forms and work assignments.
  - a. SMOKING is not allowed on the school grounds
  - b. NO ALCOHOLIC beverages may be brought to or consumed in the building or on the grounds.
  - c. Property of outside organizations may not be stored on school property
  - d. Furniture or fixtures may be moved only with permission from school authorities
  - e. Nothing shall be sold, given away or exhibited without advanced permission
  - f. The applicant is responsible for preserving order and must detail in advance all supervisory plans for school authorities.
  - g. At least one week in advance of the use of the facility, a list of all required equipment must be submitted to the Superintendent. In the event a portion of the building or equipment is damaged or lost, leasee will be responsible for repair or replacement
  - h. The Board of Education or its representative must have free access to all rooms at all times.
  - i. The leasee shall be responsible to examine carefully, after use, the facilities to promptly make good any loss or damage.
  - j. The Board of Education's liability insurance covers only the Board. You may want to see that you, or your organization, are covered independently.
  - k. Payments to custodians, cafeteria workers, chaperones, etc., shall be the responsibility of the leasee. All rates shall be in accordance to school schedule and federal labor regulations.
  - l. When the school is used, an employee or employees must be on the premises and in charge
  - m. Organizations must be familiar with any equipment to be used such as projector, dishwasher, etc.