

Section 1000: Community/Educational Agency Relations
Use of District Facilities and Equipment
Guidelines for Use of School Facilities

File: 1006.01 – R1

Following are guidelines for use of school facilities:

1. Guidelines for Gymnasium Supervision
 - A. The date and time limit of the activity must be cleared with the superintendent of schools and the building principal, and a rental agreement must be completed if appropriate.
 - B. The person sponsoring the activity should check with the superintendent and/or the building principal to find out if he or she should get a key for the building or if the custodian will open and close the building. Only the supervisor shall have use of the key.
 - C. The sponsor(s) of the activity shall properly supervise all persons in the building.
 - D. The sponsor(s) shall be responsible for building security during the activity.
 - E. The sponsor(s) are liable for any damage to the building or equipment during the use of the facility. (See AR-1330a, Wearing Suitable Clothing in Gymnasiums.)
 - F. All participants will wear tennis shoes on the gym floor.
 - G. Only the gym and showers will be used.
 - H. The sponsor(s) will furnish all equipment except that approved by the school administration and agreed upon as written in the rental agreement.
 - I. The sponsor(s) will insure that the showers and lights are turned off and all doors are locked when the activity is completed.
 - J. Smoking will not be permitted in the building.
 - K. There will be no use of alcoholic beverages, illegal drugs, or gambling on the premises.
 - L. The school administration should be informed of any problems that may occur.
 - M. The sponsor(s) shall assume full liability resulting from the use of the facility. (See 1006-01 – R2, Hold Harmless and Indemnity Agreement.)
2. Guidelines for Classroom Supervision:
 - A. The date and time limit of the activity must be cleared with the superintendent of schools and the building principal, and a rental agreement must be completed if appropriate.
 - B. The person sponsoring the activity should check with the superintendent of schools and/or the building principal to find out if he or she should get a key for the building or if the custodian will open and close the building. Only the supervisor will have use of any issued keys.
 - C. The sponsor(s) shall be responsible for the supervision of all persons in the building.

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- D. The sponsor(s) shall be responsible for the security in the building.
- E. The sponsor(s) shall be responsible for any damage resulting to the building or equipment during its use.
- F. The activities that will be conducted will not violate the anon of good morals, nor promote manners that could be injurious to the building, grounds, or equipment.
- G. The sponsor(s) shall assume full liability resulting from all activities. (See 1006-01 – R2, Hold Harmless and Indemnity Agreement.)
- H. The sponsor(s) shall clean up and secure the building upon completion of the activity.
- I. The sponsor(s) shall insure that all equipment is returned to its proper place upon completion of the activity.
- J. No smoking, use of alcoholic beverages, illegal drugs, or gambling shall be permitted on the premises during the activity.
- K. The sponsor(s) will inform the administration of any problems resulting from the activity.

3. Guidelines for Use of Audio-Visual Equipment

- A. The administration may approve the use of audio-visual equipment for the use of eligible local community groups when not in use by the school, and the group agrees to be responsible for any damage to the equipment.

Legal References:

§79-488.04	Transportation, Schedule of Fees, Determination of Cost of operation
§79-489	Pupils, Transportation, Driver, Liability Policy, Conditions
§79-4,142	School Houses, Uses for Public Assemblies, Rental