



Requestors must read all **Rules Concerning Facility Use** before signing the **Request For School Facilities Use** form.

## **RULES CONCERNING FACILITY USE**

1. No reservation will be processed until a building use application form has been completed and approval is granted by the building principal and confirmed by the Director of Community Education.
2. Premises are made available with the understanding that tipping or direct payment of custodians or other school personnel is not permitted.
3. All persons or groups using school facilities are responsible for the proper supervision, control, and accommodation of persons attending the activity. Student groups arriving at the building without adult supervision will not be permitted to enter the building until such time as an adult supervisor is present.
4. All persons or groups using school facilities must comply with special regulations -- (i.e. moving and storing equipment, arranging sound, and other electrical equipment, safety precautions, etc.) that apply only to the building they are using. The principal approving the application shall furnish a list of those regulations if any apply to that building.
5. It is understood that all student projects and equipment will remain undisturbed during the course of any of these events. Further, it is agreed that all areas and equipment will be left in a condition comparable to that upon entering the facility.
6. In the absence of any specific assigned professional employee of the school district, school facilities shall be under the direct control of the attending custodian. The custodian is delegated the authority necessary to insure compliance with all rules and regulations.
7. Persons or groups who fail to adhere to the policies and regulations established by the Board and the Superintendent of Schools shall forfeit all privileges of future use of West Bloomfield School District facilities.
8. All persons or groups will assume all liabilities for damage that may occur in, on, or about any West Bloomfield School District facility(s) while said persons or groups are using the facility(s). This applies when damaged property or injury to persons is the result of either the acts or neglect of the users or their agents, servants, and employees.
9. The custodial staff is expected to facilitate using groups during their normal working hours and if it is necessary for a custodian to render services to the group beyond that expected, the group will be billed at the overtime rate for the additional time.
10. Usage of building facilities is granted in a specific area basis such as a classroom, gym, etc. This would include lavatory facilities and drinking fountains closest to the assigned room. Since indiscriminate touring of the building interferes with the maintenance program, individuals are restricted to the area as set forth in this rule. In the event individual members of the using group/s do not remain in their designated area, the building principal, Community School Coordinator, or, in their absence, the custodial night leader has the authority to request immediate action by the adult supervisor. In the event the request fails to achieve the desired objective, either the individual, group, or both, must vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its individual members.
11. Smoking is not permitted in school buildings at any time per Policy 4113.1, PERSONNEL, Smoke-free Environment.
12. No alcoholic beverages will be brought into, or consumed in the building or on school premises.
13. Moving furniture, equipment or hanging decorations is prohibited unless permission is granted by the building principal/facilitator.
14. Under no circumstance shall scenery or other property be stored in the auditorium or gymnasium unless approved by the building principal.
15. Nothing shall be sold, given, exhibited, or displayed without permission.
16. The Board of Education has provided proper dressing rooms and stage equipment for the full use of the auditorium and gym in the high school. The board does not provide use of school furniture other than chairs or other accessories. The board assumes no responsibility for properties left on the premises by the applicant.
17. All electrical equipment and the arrangements for use of it shall be in control of the Board of Education or its representatives. This is to avoid damage and/or injury.
18. The Board of Education or its representative must have free access to all rooms at all times.
19. No activity shall be permitted in which open flames are used.
20. The right to revoke a permit at any time is reserved by the Superintendent or his/her delegate(s).