

Guidelines for Community Groups Using School Facilities

In order to ensure the safe use of school facilities by community groups, the following guidelines are established. These guidelines begin with the premise that school facilities are primarily for the provision of education services and that any group using the facilities when school is not in session shall not interfere, through their use, with the safe and appropriate provision of those services.

Further, it is important that the facility be respected by individuals using it and that other participants in the event also be respected. It is for this reason that appropriate conduct be required of individuals at all times and that all policies governing the use of school facilities be followed.

1. Announcements shall be made at the beginning of the event, and several times during the course of the event that the tobacco policy is in effect. Anyone violating the policy may be removed from the building and/or prosecuted for the violation.
2. Parking must be in designated areas only. Anyone who parks in an inappropriate area, who damages grounds or landscaping, or who causes the roadway to have less than 15' clearance at all times may have their vehicle towed or may be assessed for the damages.
3. Traffic must obey all signs including the requirement for speed limits in the building area. This is especially important since children don't always walk in appropriate areas and may dart in and among traffic.
4. When the event is scheduled, it is scheduled for particular areas of the building. All participants in the event must remain in the designated areas. Individuals found in other parts of the building may be removed from the building and/or prosecuted for trespassing.
5. Sponsors of the event shall provide the building principal with plans for conducting an appropriate clean-up afterwards or to work out arrangements for appropriate custodial staff to be available. At no time should the sponsoring group leave the area in a condition that prevents it from being used for instructional purposes as scheduled. Failure to clean up after an event can warrant fees charged to the group as well as future events requiring a deposit for clean-up.
6. Sponsors shall also provide the principal assurances that the building will be appropriately secured following the event including the checking of all entrances, exits, lights, and the like prior to departure.
7. Parents are responsible for the supervision of their children at the event and may be held responsible for any damage to the facility caused by their children if the damage is the

result of inappropriate activity.

8. Food and drink are allowed in designated areas only and may not be brought into the gymnasium area.
9. Individuals going to their cars during the event should be discouraged from doing so by appropriate supervision from the sponsor of the event.
10. If the event involves spectators, appropriate sportsman-like conduct is expected. No abusive or profane language will be tolerated. Individuals who violate this policy may be prosecuted and prohibited from attending future events.

Adopted: February 15, 2000