



GUIDELINES/POLICY



1. Smoking is prohibited in all School District Building and Grounds
2. School related activities (plays, concerts, sports events, etc.) take precedence over community use.
3. Community use of school facilities is canceled when school is not in session (teacher convention, holidays, recess days, conference days, teacher in-service and teacher workdays).
4. If the fire alarm sounds when your group is using the school, you must exit the building. It is mandatory to remain outside of the building until a custodian determines the building is safe to re-enter and has turned off the fire alarm.
5. Custodial services will be required when the activity is held on weekends or during hours when a custodian is not normally on duty. Additionally, this service is required when large amounts of time are necessary for set up or clean up before and after the activity. You will be charged for the entire length of time the custodian(s) is required, i.e., the length of our activity and any additional set up or clean up time. The only exception to this rule is if your activity is less than two hours in length. In this case, you will still be charged for a minimum two-hour custodial service due to contract requirements.
6. According to School Board Policy KG, groups "must assume responsibility for any legal liability for injury or damage to the person or property of the group or others and for any uninsured injury or damage to school personnel or property in connection with the use of school facilities and must agree to hold the School Board harmless in the event of any injury or damage and must reimburse the School Board for damage."
7. Athletic fields shall be considered unusable when heavy and/or continuous rainfall occurs within 24 hours prior to the start of the event and the fields' playing surface.
8. The District will only accept completed applications with the processing fee.
9. Use of Audio/Visual equipment is based on building availability.
10. Technology use applies to MHS/PVMS only and must be approved based on network availability. A technology-use fee may apply.