



# FACILITY USE GUIDELINES



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 District Policy 7530 - The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.
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.

[Link to School District Policy.](#)

Acceptable Use of Internet – District Policy 7540, 7540.03, 7540.04

Student Discipline - District Policy 5600

Smoking/Use of Tobacco - District Policy 7434

Use of District Facilities – District Policy 7510

District Owned Property – District Policy 7530