

**BG.3            UTILIZATION**

**BG.3A**            The priorities for facility and grounds use shall be as follows:

First priority will be given to non-profit groups working directly with the school.

Second priority will be given to non-profit groups which do not work directly with the school.

Third priority will be to profit making groups.

**BG.3B            SUPERVISION**

(i) The administration shall develop Administration Regulations outlining responsibilities for chaperones for activities on District property. These shall be attached as Appendix E. These regulations shall also be conspicuously posted in each school, distributed to each teacher and chaperone and further distributed to each community member upon request.

(ii) Law enforcement officials may be required by the Building Principal and shall be required for all night time dances.

(iii) There will be a curfew of midnight on all activities in both buildings or grounds. Municipal meetings are exempted from this policy practice. Exceptions may be granted by building principals for student related activities.

**BG.3C CHARGES**

The charges for building use will be as follows:

Profit making groups will be charged a room schedule fee and a custodial flat rate fee.

BG.3C CHARGES (con't)

Long term rental of school property, where applicable, will be governed by a lease, the terms of which will be negotiated by the School Board's representative. Such lease will include the provision that neither modifications nor improvements are made without written permission from the appropriate building principal/administrator. All "improvements" which the district does not want must be removed by the lessee before they leave.

BG.4 EQUIPMENT USAGE

BG.4A Equipment loaned to local, non-profit public service organizations shall be authorized by the Building Principal without charge.

BG.4B Equipment loaned by any other party shall not be authorized unless used within the building and is supervised by a school official.

BG.4C Repairs necessitated by a borrower's acts or omissions shall be paid for by the borrower.

BG.5 BUILDING USAGE

BG.5A A certificate of insurance reflecting coverage limits equal to that of the district must be received by the principal prior to usage.

BG.5B Prior approval must be received before any signs, banners, pennants, etc. are erected. The group is also responsible for their removal.

BG.5C Refreshments will only be served with prior permission and only in designated areas.

BG.5D If payment is applicable, it must be paid before the building or facility is used.

BG.5E No unauthorized third party will be granted permission to use the building or facilities.

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