

CANTON AREA SCHOOL DISTRICT

RULES/REGULATIONS FOR USE OF BUILDINGS, GROUNDS, EQUIPMENT

1. Requests are on a first come--first served basis.
2. The district retains the right to refuse the use of any property or equipment.
3. This agreement is not transferable to third parties.
4. No other equipment or facilities are to be used other than the area that is specifically requested.
5. School activities and programs will have preference over all outside agencies in the scheduling of school facilities for school use.
6. **Any extra expense incurred by the School District will be reimbursed by the person or organization that signs this agreement.**
7. If use occurs outside regular operating hours, personnel fees for custodial service, etc. will be charged. Hourly rates will be at one-and-one half times the applicable hourly rate.
8. District employees may be required, at an extra cost, to operate equipment and facilities.
9. Permission shall not be granted for use by a political group.
10. Security police may be required as part of this agreement.
11. Use of the cafeteria is restricted to tables, serving counter and wall plugs unless otherwise requested and approved. **Kitchen use requires the presence of a food service staff member.**
12. Fees, charges and/or deposits must be paid in advance of use unless prearranged.
13. All users in charge must be at least twenty one years old.
14. Building modifications, or use of equipment or displays that damage property are not allowed.
15. All users are responsible for damage to school property and will be required to make restitution for any and all damage or loss.
16. All users are responsible for reasonable clean-up.
17. Depending on the activity, the user may be required to furnish proof of insurance and/or a "Hold Harmless" policy for the district, its employees and the Board of School Directors.
18. **Smoking and/or alcoholic beverages are not permitted anywhere in or around either buildings/grounds.**
19. In case of an emergency: Call 911, follow protocol for CPR and AED use. AED is located in gym lobby in both school buildings with instructions inside lid. It is recommended that non-school groups have someone present who is certified in CPR & AED.
20. There is to be NO LATEX OR LATEX PRODUCTS on district property.