

## **CASD DISTRICT REGULATIONS FOR BUILDING USE**

### **A. Procedure for Requesting Facilities**

1. All requests for the use of facilities by ALL groups/organizations shall be made through the principal's office. Requests shall be submitted on the district application form at least fourteen days prior to the date the specified facilities are desired.
2. Requests shall then be forwarded to the business office for processing. Final approval with fees will be provided to the organization once eligibility is determined.
3. No reservation will be made until the application is returned and approved by the business manager or designee.
4. Users will be billed after the event in accordance with the schedule of usage fee or rental charges. All checks should be made payable to the Canton Area School District.
5. Organizations and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the principal of the school in which the event is taking place.
6. The Canton Area District reserves the right to request an organization to arrange for security persons to be present in the case of large group meetings. Such arrangements must be made with the proper officials in the district or police departments. The exact number of security personnel required and rates to be paid will be determined by the organization providing them. Fees shall be paid directly to that organization.

### **B. Restrictions in Use of Facilities**

1. No group will be permitted use of school facilities if it interferes with school programs. The building principal may cancel any permits for school use, should conflict with school programs. Notification will be given in advance of a cancellation.
2. Smoking and tobacco products are prohibited on all school property (indoor or outdoor). Organizations will be held accountable for these prohibited actions and individuals may be ticketed and potentially assessed a fine if smoking or tobacco use occurs at events.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals.
4. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
5. Organizations using the auditorium are not permitted, at any time, to change the electrical or electronic circuits in that facility.
6. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the building principal.
7. Scenery or other property will not be stored in any auditorium or school building without special permission from the building principal.

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8. The board of education assumes no responsibility for properties left on the premises by the applicant.
9. The board of education or its representatives must have free access to all school facilities at all times.
10. There is to be no latex or latex products on district property.

### **C. Responsibilities of the User**

1. You may be required to provide a "certificate of insurance" with a minimum liability coverage of \$1,000,000, bodily injury and property damage, naming the Canton Area School District as an additional insured.
2. The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.
3. Any group using the facilities of the Canton Area School District, is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Canton Area School District shall be the sole judge of destruction of property or excessive wear and tear. Users may be charged for use of facilities not originally requested.
4. In case of emergency: call 911, follow protocol for CPR and AED use. AED's are located in gym lobby in both school buildings with instructions inside lid. It is recommended that non-school groups have someone present who was certified in CPR and AED.
5. All groups requesting use of district facilities must have a responsible individual who is 18 years of age or older representing the group.

### **D. Use of Custodial, Cafeteria, and/or Custodial Staff**

1. The service of a custodian is required for any off-duty hours, or if one is required to remain after the normal workday, the user will be billed at the actual cost including FICA and retirement for overtime including additional time for opening and closing the building.
2. Use of school kitchens for functions requiring catering service will be under the general supervision a food service worker. A member of the cafeteria staff must be on duty at all times and the user will be billed at the actual cost including FICA and retirement.
3. When using stage facilities or audio-visual equipment the user will be billed at the actual cost including FICA and retirement (2-person limit) for technology staff. Payment for overtime will be made by the school district. The school district will then bill the organization for reimbursement. At no time is an organization to pay the employee directly.