

Iroquois School District

Rules and Regulations for the Use of District Facilities*(Revised: 03/19/2002)***PURPOSE:**

It is the policy of the District that school buildings and equipment be utilized to the fullest advantage by the people of the District. The primary function of the School District is education for the students enrolled; therefore, priority must, at all times, be given to school functions.

GENERAL REQUIREMENTS:

1. Schools and their facilities shall be made available to the public in a manner consistent with applicable statutes, policies of the School Board, and within the original and primary purpose of the schools.
2. Individuals who complete an *Application for Use of District Facilities*, which is approved by the Superintendent of Schools, must qualify as responsible persons who officially represent responsible organizations. They will guarantee orderly behavior and will be responsible for any damage due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the School Board. The District shall be the sole judge of who is responsible for any damage caused by any group using the school premises and of the extent thereof.
3. Responsibility for use of facilities and observance of regulations shall rest upon the applicants. Custodians or other designated representatives of the School Board who will be on duty in the schools at the time are required to report all irregularities to the Building Principal.
4. Inaccurate or untruthful statements made in application or violations of regulations may place the applicant or organizations or both on an ineligibility list. Subsequent applications of such ineligibles must be referred to the School Board together with a written statement of actions which have been taken to remove causes of ineligibility.
5. The permit holder agrees by the acceptance of a permit to save and hold harmless the District and must agree to assume responsibility for all liability arising incident to occupancy, it being understood and agreed that the Iroquois School Board assumes no obligation respective to the use of such premises.
6. Applications not covered by these policies will be referred to the School Board for action. The Superintendent of Schools shall refer any application requiring special consideration to the School Board.

SPECIAL REQUIREMENTS AND RULES ON USE:

1. Schools may be used for the holding of religious services outside the established school day and may be used for social activities of religious organizations within the School District.
2. The use of the Iroquois School District indoor athletic facilities by non-school supported

athletic groups shall be limited to students in 5th grade and older. Participation will be limited to twice weekly to afford all youngsters the opportunity to participate in other programs.

3. Schools may not be used for teaching or promoting any theory or doctrine of subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
4. Use of tobacco will not be permitted. Intoxicating beverages are prohibited on all school properties and any person having in their possession alcoholic beverages or being under the influence of alcohol shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
5. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according to the number of participants and will be so designated by the Superintendent of Schools or his/her representative. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close no later than 10:00 p.m. unless otherwise approved by the Superintendent of Schools or his/her representative.
6. No animal-training classes or shows shall be permitted in buildings or on school grounds.
7. Use of any materials on floors or walls or other parts of the buildings without specific approval of the custodians on duty is strictly prohibited.
8. Organizations using the multi-purpose rooms must set up and restore, under the supervision of a custodian, all furniture and equipment.
9. Any decorations shall be erected in a manner that will not be destructive of school property, and such erection shall be in accordance with local and state fire marshal regulations and approved by the principal or custodian on duty. All decorations shall be removed from the building at the conclusion of the event.
10. Permit holder shall assume responsibility for securing necessary police supervision if so directed by the Superintendent of Schools or his/her delegated representative.
11. Permit holder shall be fully responsible for all damage or loss of school property, including that belonging to students or employees, as well as his/her own property, occurring during the time the building is in use under the permit.
12. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property and special arrangements must be made with the Superintendent of Schools or his/her delegated representative. Extra compensation must be paid for employees to operate or supervise special or extra equipment or transfer it from another building. No equipment is to be loaned or rented for use outside public property.
13. All meetings must be open to observation by school staff. Secret meetings and meetings of secret societies shall not be permitted.
14. Cafeteria and kitchen areas, if rented or used, must be operated by the Cafeteria Manager; control panels, including public address system and other facilities in the auditorium, must be operated by school personnel.

15. Exceptions from these regulations only as authorized by the School Board.
16. Rental fees and service charges for the use of school facilities by business organizations, political parties, labor organizations, social groups, and others having an office in the District shall be as in accordance with the schedule attached hereto. Rental fees and service charges for the use of school facilities shall be established by the School Board upon application. Groups from within the District shall have priority in the use of school facilities. No charge shall be made for the use of school facilities by organizations (including the Parent-Teacher Organization, All Sports Boosters, Band Boosters) affiliated with one part of the school program.
17. The rules and regulations, charges and fees may be amended, revised, and changed by the School Board.

SCHEDULE OF CHARGES

High School Auditorium	\$200.00	
High School Cafeteria	\$150.00	
High School Pool	\$100.00	<i>(Plus wage costs for required certified life guards.)</i>
High School Gym (incl. locker rooms)	\$100.00	
Iroquois Elementary School Gym	\$ 75.00	
Classroom - any school building	\$ 40.00	
High School Choral Room	\$ 40.00	
Iroquois Athletic Field Complex	\$350.00	
Other School Facilities		<i>Charges to be established by School Board upon request.</i>

In addition to the above charges, a service fee will also be charged for custodial services as determined by the Superintendent of Schools at the time of contract.

IROQUOIS SCHOOL DISTRICT

Permit Agreement

I, _____, agree by the acceptance of a permit to save and hold harmless, the Iroquois School District, and agree to assume responsibility for all liability arising incident to occupancy, it being understood and agreed that the Iroquois School District assumes no obligation respective to the use of such premises.

I also agree that I will be financially responsible for any damages resulting from my use of Iroquois School District properties.

Applicant will provide own security and Iroquois School District will not be responsible for lost or stolen articles.

Witness

Signature of Applicant

Organization

Date