

ADDISON SCHOOL DISTRICT 4 FACILITY RENTAL PROGRAM

I. General Use

- A. On school evenings, all functions, except by special request, will end at 9:30 pm. On Saturday and Sunday the building will close at 10:30 pm.
- B. Proper and adequate adult supervision must be provided at all times. Lack of supervision will be cause for immediate cancellation of the permit.
- C. Applicants requesting modification or change in the arrangement of school facilities and/or equipment must first secure permission of the school principal or his/her designee and shall bear the full expense of such move. No signs, displays, or materials may be attached, nailed or otherwise be affixed to floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without the express permission of the buildings principal or his/her designee. Any scenery, decoration, or equipment must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is delay, the removal will be made by the Board of Education at the expense of the applicant. All furnishings and facilities shall be returned to the same condition in which they were received at the expense of the applicant.
- D. There shall be no gambling or use of intoxicating beverages at any time on school premises.
- E. There shall be no smoking in any school buildings or on school property.
- F. In the interest of public safety, free and open passage via every means of egress from commonly occupied public meeting rooms shall be maintained at all times.
- G. School Personnel or representative shall be present throughout the entire time the facilities are in use. School Personnel will be assigned for the sole purpose of supervising school property and enforcing agreed upon conditions. It shall be the duty of the School Personnel to guard against abuse and to immediately report to the buildings principal any deviations of regulations as specified on the permit.
- H. The School Personnel are present as a representative of the school district for purposes of security, inspection, and observation. Their services are not at the disposal of the applicant. Fees or gratuities are not to be paid to any School Personnel.
- I. The established capacity of the facilities shall not be exceeded.
- J. No keys to the schools shall be issued to any applicant.

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- K. The applicant shall abide by all local and state fire and health regulations.
- L. No grant of permission to use school property shall carry with it any right to exclude members of the Board of Education or Board representatives from the property. Any member of the Board or any Board representative shall have full and free access at all times to any part of the building.
- M. An approved application is not transferable.
- N. Exhibits, posters, or other material shall not be displayed on school property without the approval of the Superintendent.
- O. The Board of Education reserves the right of transferring any activity from one space to another in the same buildings or to another building should economic and efficient use of the school facilities or requirements of the school program so require.
- P. The space shall be maintained and left in an orderly and neat condition. The assigned School Personnel shall make a report to the buildings principal of any unsatisfactory conditions or any facility damage. The organization will be required to reimburse the school district for any damage incurred.
- Q. Failure to comply with these rules and regulations shall be adequate grounds for rejection of current and future use of school facilities.
- R. No vested property right shall, in any event, be deemed created by granting of any permit for the use of school facilities by the Board of Education.
- S. The right to repeal, revise, or amend these rules and regulations in whole or in part, or to adopt additional rules and regulations is expressly reserved to the Board of Education.

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II. Regulations

Written application is required.

Each application for use of school property must be in writing and must be received by the Business Office at least two weeks prior to the date requested. In the event application requires Board of Education approval, it must be received at least one week prior to the regular Board Meeting and in no event less than two weeks prior to the date requested.

Written Agreement.

An authorized representative of each organization or group using school property must execute a written agreement on the form specified by the Board of Education. The Board of Education reserves the right to grant or deny any application for use of school property, and at any time to review and revoke for reasonable cause stated in writing and without prior notice, any permission previously granted. No permit is valid unless signed by the Superintendent or his/her designee.

Hold Harmless Agreement.

A Hold Harmless Agreement shall be signed by all groups or organizations using District #4 property whereby such groups or organizations shall agree to indemnify the Board of Education from any and all claims for death or personal injury or for damage to property of others occurring during the use of school property.

III. Permit Issuance

- A. Permits may be cancelled without notice for failure to comply with these regulations.
- B. It shall be subject to revocation or cancellation when, in the judgment of the Board of Education, the interests or requirements of the school district make it advisable to do so.
- C. No contributions shall be solicited or collected under any circumstances on school premises unless specifically authorized in the permit.
- D. Permit shall be valid only for the use of the particular space on the date or dates, between the hours, and for the purposes specified in the permit.
- E. Permit shall be exhibited upon request to any school district representative or member of the Board of Education.
- F. Permit is non-transferrable.

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- G. No permit shall be valid unless and until it is signed by the Superintendent or his/her designee.
- H. If you need to cancel your assigned building usage, you must notify the District Business Office no later than twenty-four hours prior to the cancellation. Failure to do so will result in a NO-SHOW FEE of \$25 charged to your organization.