

1 **Charlo School District**

2
3 **COMMUNITY RELATIONS**

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5 Rules and Regulations for Building Use

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- 7 1. Applications requesting use of the school facility must be presented to the building
8 administrator at least ten (10) days in advance of the time desired and must be signed by
9 a qualified representative of the organization desiring to use the building.
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- 11 2. The school premises shall not be available before 5:00 p.m. on school days, except under
12 special conditions.
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- 14 3. Rental fees are as follows:
15 New Gym – \$25 per hour
16 Old Gym – \$15 per hour
17 Classroom/Lunchroom – \$15 per hour
18 Kitchen – \$15 per hour (must be supervised by cafeteria staff)
19 **All rental fees are in addition to a janitorial fee.**
20 **Kitchen employees are exempt from the above policy.**
21 Fees will be waived for private nonprofit groups that do not charge admission fees.
22 Religious groups or organizations that are not located in the Charlo community will be
23 charged rental fees as listed above..
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- 25 4. The use of the school premises will be denied when, in the opinion of the Superintendent
26 or the Board, such use may be construed to be solely for commercial purposes, there is a
27 probability of damage or injury to school property, or the activity is deemed to be
28 improper to hold in school buildings.
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- 30 5. In case of loss or damage to school property, the organization and/or individual signing
31 the request shall be fully responsible and liable.
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- 33 6. The District reserves the right to require a certificate of insurance from the renting
34 agency.
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- 36 7. No furniture or apparatus shall be moved or displaced without permission.
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- 38 8. No access to other rooms in the building shall be permitted unless designated by
39 agreement.
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- 41 9. There shall be no smoking within the school buildings. There shall be no narcotics,
42 drugs, stimulants, or alcohol used or sold in or about school buildings and premises, nor
43 shall profane language, quarreling, fighting, or illegal gambling be permitted. Violations
44 of this rule by any organization during occupancy shall be sufficient cause for denying
45 further use of school premises to the organization.

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10. Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors.
11. The Superintendent may require a school employee to be present during use of the building by the non-school organization. In such case, the requesting organization will pay for the employee expense (i.e., custodians, overtime).
12. When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.
13. Open gym nights are reserved for community members whose legal residence is within District boundaries.

Procedure History:

Promulgated on: 10/20/09

Revised on: