

Emery County School District



Policy: KFB-R1—Building Use Rules

Date Adopted: 2 March 2005
Current Review / Revision: 17 June 2014

1. Principals are responsible for the direction of all activities, both regular and after school, which require the use of the campus facilities or buildings. Principals have the right to refuse the use of District facilities if it would interfere with a school function or purpose.
2. User must be present at all times and be responsible for enforcing the rules and regulations set by the Emery County School District, individual schools, and all laws established by the State of Utah for public school buildings. User shall be strictly bound by any other school district and/or school policies and procedures which may relate to use of buildings or facilities.
3. Rental payment must be made in advance of actual use.
4. No food or drink concessions or carry-ins are permitted in areas of schools that are carpeted.
5. When buildings are occupied, all fire and safety ordinances must be observed.
6. No signs, posters, properties, etc., shall be attached to the building by any material such as pins, tacks, tape, etc., except on prior approval by the Principal. Independent supports must be provided.
7. User shall be directly responsible for the proper care of facilities. Damage to facilities as a result of permitted building use will be billed to user. User agrees to pay for such damages and replacement. Damage of property or any conduct which does not adhere to school standards shall be sufficient reason to refuse the use of the building or facilities to user.
8. User shall be directly responsible for the proper conduct of those involved with the event:
 - Utah law forbids the use of tobacco, drugs, or alcohol on school property.
 - Foul and abusive language, rowdiness, and other inappropriate behavior on the part of those involved shall not be tolerated.
 - Food and drink are not allowed in the auditorium.
9. Permission to make any adjustment to facilities or to bring outside equipment and/or properties into the building must have prior approval of the Principal. Any or all adjustments must be repaired to the satisfaction of the Principal. Any equipment or properties brought into the school from outside must be removed immediately following the event. Emery County School District and individual schools are not responsible for damage incurred to such equipment and/or property. Any use of sets, costumes, tools, or other equipment must be arranged in advance of scheduled event.

10. No set-up or rehearsal shall be permitted during normal school hours unless special authorization is given by the Principal.
11. All rehearsals and performances will be accompanied by appropriate technical supervision and paid at hourly rates as listed on the fee schedule. If technical supervision is unavailable at the requested time, a permit will not be issued.
12. High school auditoriums should be restricted to large group use where possible.
13. Pyrotechnics and open flames are not allowed in the schools unless approval for such use has been given by the local fire department and/or by the State Fire Marshall's office, as appropriate.
14. School buildings should only be used when a designated employee of the school district is in attendance. Such an employee has the authority to protect the building and equipment from improper use. No person shall be permitted in the building after the employee of the Board leaves at the conclusion of the rental period. In no case can the locking of the building be designated to a non-employee of the Board. Rental charges shall begin when doors are unlocked and conclude when doors are locked.
15. When a building is used during non-custodial hours, an additional fee equal to time and one-half the head custodian wages, plus applicable benefit costs, will be charged. A custodian working his/her regular schedule shall not receive additional pay when non-school groups are using the building.
16. For use of the school cafeterias a member of the school cafeteria staff must be present during the rental period.
17. User shall provide a sufficient number of individuals to clean the facilities used, to the condition the facilities were in prior to the event. If the school is required to clean up after any event, user will be billed for this service.

The responsible individual and the event sponsor(s) hereby agree to the conditions and terms of this agreement. By signing this agreement, the person and/or event sponsor also agrees to indemnify the School District for any damage to school property by any person or persons attending the activities and also to hold the Emery County School District harmless for all responsibility for any damage, injury, loss of personal property or injury to persons as a result of the auditorium and/or Spartan Center use being granted to the person or sponsoring organization.

Signature: _____

Date: _____