

COMMUNITY USE OF SCHOOL FACILITIES

1. Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements have been made with the superintendent.
2. The meeting must be open to all residents of the community regardless of race, color, or creed.
3. Facility requests are to be initiated with the Athletic Director or Building Principal. The facility request will then be forwarded to the District Office for secondary approval by the Superintendent.
4. East Marshall resident coach and at least 50% of the group using the gym for recreation purposes must be enrolled at East Marshall or be a resident of the school district.
5. Public use of the kitchens in all buildings will not be permitted unless permission is granted by the school administrators.
6. A group using school facilities shall designate one member of its group as being in charge of the activity and will be responsible for the group activity and the act of leaving the facilities in order and clean.
7. Any damage resulting to property or equipment shall be restored to its original condition by the group or organization.
8. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
9. There shall be no alcoholic liquors, beverages or controlled substance brought to or consumed in the buildings or on school grounds.
10. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The entity will pay the district employee unless the employee is under contracted hours at that time. If excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
11. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
12. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
13. Be prepared to leave the building at the end of your specified time.

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14. A \$1,000,000 general liability insurance policy naming the school as informed institution may be required for any non-school organizations renting the facilities. This must be filed with the District Office by those renting the facilities before final approval given.
15. No animals of any type are permitted. Animals assisting persons with disabilities are exempt.
16. Neither the East Marshall Community School District nor its personnel will be responsible for injury to persons or property damage arising from the acts or omissions of the users, renters, or their guests. It is the facility user's or renter's responsibility to supervise all children on the premises and to ensure the safety and appropriateness of all activities conducted on the premises.