

DISTRICT BUILDING USE POLICY

In order for an organization to acquire the use of the buildings and/or grounds, it must comply with the following conditions and/or guidelines.

APPLICATION

Organizations shall acquire an application form from the superintendent, high school principal or elementary principal's office and complete and return the form to the Superintendent's Office for board approval.

SUPERINTENDENT'S REVIEW

- A. Buildings or grounds shall not be used for a purpose which is unlawful.
- B. School facilities may not be used for financial gain of any individual or group of individuals or a private commercial enterprise.
- C. If the activity appears acceptable and the buildings/grounds are available, the superintendent shall contact the insurance broker in writing seeking a written response to the following question: (Is the school district protected under its liability policy if it permits this organization to utilize the buildings/grounds and will the insurance pay if the district is found to be liable?)
- D. If the answer to the above question is yes, the superintendent will make a recommendation to the board concerning use.

BOARD REVIEW - APPROVAL OR DENIAL

- A. The board will review the information and the superintendent's recommendation and approve or deny the request.
- B. The right to use the buildings/grounds is strictly at the discretion of the board and the board reserves the right to refuse to grant permission for any group for any reason and the board also reserves the right to withdraw the permission at any time for any reason.
- C. The granting of permission to any group for any activity will not obligate the board to grant permission to any other group for the same activity or the same group at a later time.
- D. Regular school activities, activities for Tussey students, custodial cleaning schedule, etc., may pre-empt any other activity.

INSURANCE

Although the school district is protected in case of a lawsuit, the following statement applies:

THE ORGANIZATION USING THE BUILDINGS/GROUNDS IS NOT INSURED UNLESS IT HAS ITS OWN INSURANCE. THIS IS THE LIABILITY AND THE RESPONSIBILITY OF THE ORGANIZATION AND NOT THAT OF THE SCHOOL DISTRICT.

COST FOR UTILIZING THE FACILITIES

Depending upon the nature of the activity, there may be a fee charged for the use of the facilities.

Usually, P.T.A. groups and other groups working with Tussey's students, utilize the buildings without charge.

APPROVAL FOR USE OF BUILDINGS/GROUNDS

- A. One key for an outside door will be issued to one responsible person in each of the elementary centers. The keys are not to be duplicated.
- B. Any change in the date(s) or time(s) for the use of the buildings/grounds will be cleared with the building administrator. (Principal)
- C. Participants will be supervised at all times by one of the supervisors listed on the original application. There should be an adequate number of additional supervisors for the number of participants. The organization shall see that it has adequately trained supervisors for the activity involved. If one of the two supervisors cannot be present at the activity, the activity must be canceled. Substitutes of the two supervisors listed on the original application is not permitted without board approval/submit a new application.
- D. The organization shall submit information requested immediately to the superintendent or his designee.
- E. Only those areas requested and approved will be utilized. Areas will be cleaned prior to leaving. Only restrooms closest the area approved will be utilized. Areas should be checked upon entering the building and departing from the building. Any problems should be reported to the building administrator.
- F. The "responsible person(s)" of the group will be held liable for any damages. Further, they will check with the building administrator periodically to resolve any problems that may exist.
- G. Prior arrangements must be made for any equipment utilized. Groups will supply their own basketballs, volleyballs, etc.
- H. Proper shoes, etc. must be worn.
- I. When schools are closed due to weather, etc., the activities of the group are automatically canceled.
- J. Use of tobacco, alcoholic beverages or controlled substances shall not be permitted. Food and drinks are not permitted.
- K. Volleyball is not permitted in the Saxton-Liberty or Defiance gymnasium.