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Use of Schools Policy

School buildings and grounds are constructed and maintained primarily for the education of school children of Pine Creek School Division; therefore, use of the buildings and grounds will follow division regulations.

Regulations Governing School Use

1. Payment of all assessed fees shall be made to "Pine Creek School Division".
2. In granting use of school facility, it is the policy of the Board not to compete with services in the area.
3. Individuals or organizations wishing to use school facilities shall complete "Permit for Use of School" and leave it with the principal. The principal shall forward the permit to the Division Office.
4. Application for use of schools must be made in writing on appropriate division forms at least seven working days prior to the event.
5. Requests not governed by policy will be referred to the Board at the next regular Board meeting.
6. Upon approval of application for use of facilities by profit-making group or individuals, the full rental fee shall be paid in advance.
7. If additional custodian services are required, additional fees will be assessed. **28 Oct 85**
8. Where it is necessary to use school equipment, a fee may be assessed. **12 June 90**
9. The user group shall provide a supervisor for each thirty persons in attendance. If a program requires the use of more than one room, the organization holding the permit must provide one adult supervisor for each room in use.
10. Damage to school property will be charged to the person signing the "Permit for Use of School."
11. The Board accepts no liability for loss or injury to people using a facility or equipment under each permit.
12. Organizations requesting use of a school, Monday through Friday, on days when a caretaker is not on duty, will be assessed a custodial fee, if the caretaker services are required. The fee will be equal to the caretaker's hourly rate of pay. A charge shall be assessed for each hour or any portion thereof.

13. Use of facilities on Saturdays, Sundays and statutory holidays will only be allowed if authorized personnel is available for opening, supervising, and closing. (Caretaking rates will be time and a half.)
14. When an authorized school employee is involved with an outside group using the school, and that employee agrees to accept the responsibility of providing supervision and security for the building during its use, a custodial fee may be waived if the group agrees to leave the facility as they found it. An authorized employee is one to whom the principal has authorized the issuance of keys.
15. Special instructional areas will be used for the programs for which they have been designed. They will not be used for programs detrimental to the facility. Fire and safety regulations shall be observed.
16. Industrial Arts and Home Economics facilities will be granted for community use with consideration for the qualifications of the instructor.

Restrictions

17. Use of facilities during Christmas, midterm and summer breaks will be reviewed by the administration.
18. Consumption of soft drinks and/or food is prohibited in the gym or the auditorium (unless by special arrangements).
19. Alcoholic beverages are not permitted on school property at any time.
20. Regulation gym footwear must be worn in the gymnasium or auditoriums for specified activities.
21. Premises for evening use must be vacated by 10:00 p.m. (unless by special arrangements)

Private Music Lessons

The school and the equipment may be used for private music instruction for students who are enrolled in Pine Creek S.D. with the following provisions:

- a) the lessons shall take place outside of regular instructional hours. The following times on Monday-Friday should be available for private music instruction subject to the principal's approval. These times are subject to school personnel being on duty: i) before classes commence ii) noon hour iii) after school

All other times are subject to "Use of Schools" policy.

- b) school programs shall receive priority for use of facilities and equipment
- c) a rental fee may be assessed by the principal for use of equipment
- d) any use of school facilities for private music instruction will require prior approval by Pine Creek S.D. board in accordance with its Community "Use of Schools" policies. 240