

906 RULES FOR USE OF SCHOOL FACILITIES

The Board of Education believes that standards should be set for conduct and supervision to avoid safety and insurance problems. The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

Administrative Regulations for Policy 906 (Rules for Use of School Facilities)

- 906-01 The organization, individual or group is to use only the section of the building approved.
- 906-02 There shall be one individual over the age of 21 as the person in charge of the activity, and that individual shall be present at all times during the event.
- 906-03 The person in charge or other authorized representative shall sign the District Waiver Agreement. By doing so, the person has agreed to indemnify the school district for any and all damage by any person or persons attending the activity and indemnify the school against any and all liability and damages to any person or persons. Upon request, the person in charge must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity.
- 906-04 In the event there is damage due to misuse or negligence, a report shall be mailed to the group and the District Administrator within 72 hours of the conclusion of the group's use of the facilities.
- 906-05 The designated person in charge of the event shall have seven (7) days from receipt of the damage report to request a meeting with the Board, and if such request is made, the Board will meet with the person in charge at a mutually satisfactory date and time. The Board shall announce the results of such meeting to the person in charge within five (5) days of the meeting. The action of the Board shall be final and binding.
- 906-06 An invoice requesting payment for rent, damages and/or repairs will be sent to the person in charge.
- 906-07 All local and state ordinances and laws of the police and fire departments must be observed, along with any rules unique to the school or district.
- 906-08 The use of all tobacco products, alcohol and illegal drugs is prohibited.
- 908-09 No person shall possess, consume, distribute, sell, or be under the influence of alcohol or any illegal drug or intoxicants.
- 906-10 No food or beverages are allowed anywhere in the high school except in the two Commons areas.

- 906-11 No food or beverages, except popcorn, are allowed in the high school field house and the middle school gym.
- 906-12 If the activity or event is canceled, the group requesting the facility must notify the Richland School District 24 hours in advance to avoid a penalty fee.
- 906-13 Failure to comply with these regulations means the group or organization may be denied future use of school district facilities.
- 906-14 On the day of each event/activity, the User shall inspect that facility and any equipment to be used during an event or activity held under this Agreement/Permit, and determine whether the facility and equipment are safe, suitable, and adequate for the proposed event/activity.
- 906-15 User agrees to abide by, and to enforce respecting all participants and attendees at any event or activity held under this Agreement/Permit, all policies, rules, and regulations of the District involving use of facilities, including but not limited to these District policies: RULES FOR USE OF SCHOOL FACILITIES, LOCKER ROOM PRIVACY, STUDENT HEALTH AND WELLNESS, and USE OF DRUGS, ALCOHOL AND TOBACCO.
- 906-16 User agrees to reimburse the District for all costs associated with any fire/police/EMS response to any call, alarm, or false alarm resulting from the individual or group's use of District facilities, unless the District or its employees or agents directly caused the need for the call or alarm.
- 906-17 The District is not responsible for any loss of or any damage to personal property that may be sustained by the User or by any of the groups, organizations or individuals who may be present at school facilities in connection with the Agreement/Permit.
- 906-18 User shall ensure that the District Administrator or the building principal grants prior approval before any signs, banners, pennants, or similar items are erected, and that they do not deface school property. All such signage, decorations, etc., must be temporary in nature and must be removed at the end of the event.
- 906-19 User shall ensure that participant and attendee vehicles will be properly parked.
- 906-20 User shall ensure that animals are not permitted on school grounds or inside any District building, with the exception of service animals for any individual with a disability and any animals specified in this Agreement/Permit.
- 906-21 User shall leave the building neat and orderly. All litter, including paper, glass, and cans, shall be deposited in receptacles provided for that purpose.
- 906-22 No fires are permitted.
- 906-23 The District does not provide insurance coverage to Users, participants, or attendees. Users are notified by this paragraph that the District does not, in connection with authorizing access to and the use of District property under this

Agreement/Permit, provide any User or any participant with any type of personal insurance coverage, personal accident coverage, or other personal coverage for any other type of expense, damage, or loss, including but not limited to medical expenses. Neither the User or any participant, attendee, or invitee of the User under this Agreement/Permit is (in any of those respective capacities) an "insured" under any District insurance policies.

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In addition to planning for, providing, and monitoring the supervision of participants and/or attendees, the User under this Agreement/Permit, and not the District, is responsible for providing for the security and proper care of all District property that is used in connection with this Agreement/Permit and for the general safety of all persons attending (as a participant or in any other capacity) each of their event(s)/activities. Depending on the size and nature of the event/activity, the User should consider whether it is necessary or prudent to engage any of the following:

- A. On-site emergency response personnel
- B. Trained crowd managers
- C. Contracted law enforcement officers
- D. Other contracted security personnel