

## Regulations for Rental

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- D. Alcoholic beverages, weapons, and controlled substances will not be permitted on District property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- G. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Building & Grounds Supervisor.
- I. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up must be performed by members of the group using the facility provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Building & Grounds Maintenance Office for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- J. No enterprise, function, or activity, that promotes any commercial product or results in any private profit or commercial gain for any business enterprise can be conducted on school property without the consent of the Building & Grounds Supervisor.
- K. All groups using gym facilities will ensure members of their group do not wear street shoes or dark-soled shoes or use equipment that would leave dark marks on the gym floors. School equipment (balls, rackets, etc.) are not to be used without permission from the Building & Grounds Maintenance office. No food or beverage, except water, shall be taken into or consumed in any gym.
- L. Fields are maintained at a level based on school use. Any organization wishing additional mowing or maintenance is responsible for the additional maintenance and mowing costs. Permission from the Building & Grounds Maintenance Supervisor must be granted to the organization before additional maintenance or

- mowing is allowed. Examples: dragging fields, filling holes or making changes to the shape or configuration.
- M. When school is cancelled due to weather conditions, the facility use will automatically be cancelled.
  - N. Buildings will normally be open a reasonable time prior to the activity and for the necessary time after its scheduled end, unless other arrangements are requested on the application and approved.
  - O. Non-school groups may not start a meeting/event in or around any area of the building until the end of the regular school day for teachers, without the approval of the Building & Grounds Maintenance Supervisor.
  - P. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision. Wayland Union Schools reserves the right to designate two weeks during the summer for total facility use shut-down. All district facilities are closed to any and all activity December 24 and December 25 – no exceptions.
  - Q. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
  - R. A school custodian shall be on duty whenever a facility is being used except as exempted by the Building & Grounds Maintenance office. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodians overtime, including clean-up time, will be charged at the appropriate hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.
  - S. Areas are assigned only to the group making the reservation. In no case will those who have been granted permits assign, transfer, sublet or charge a fee to others for the use of school property. Doubling up or inviting other groups to use the area simultaneously will require permission from the Building & Grounds Maintenance Supervisor or his/her designee. Only areas/facilities requested and approved for the group are to be used.
  - T. Children are not to be left unattended in the buildings. Parents are not to drop off or leave students without a responsible/designated adult in attendance. Adult leaders or children's groups (Scouts, AYSO, etc.) must remain at the facility with children until all have been picked up by a parent or guardian. Children accompanying their parents are to remain with that parent at all times. They are not to be in other parts of the facility.
  - U. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group and, any infraction of the ~~above~~ regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
  - V. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
  - W. The District will not be responsible for any loss of valuables or personal property.

- X. The school reserves the right to require the applicant to furnish a certificate of liability and property damage insurance coverage in the amount listed below naming Wayland Union Schools as additional insured, before the use of the facilities is permitted.

General Business Coverage  
Each Occupancy \$1,000,000

- Y. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- Z. Playground facilities may not be used by any youth over the age of fifteen (15) nor shall any person be allowed on playgrounds after dark.
- AA. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- BB. Notification of cancellation: Organizations must notify Rental Facilitator between the hours of 6:00 A.M. and 1:00 PM, Monday through Friday, whenever a function(s) is cancelled. (Important for organizations who have weekly reservations, i.e., basketball). Failure to notify at least forty-eight (48) hours in advance may result in applicant being responsible for any costs incurred by the School District.
- CC. District employees will be charged the going rental rates for non-school or commercial activities.
- DD. Reservation requests are to be made two weeks prior to the start of the event. Larger events require a one-month lead time for a reservation. Long-term user requests shall be limited to six (6) weeks with in-season sports/activities taking priority. Multiple coaches/leaders cannot request more than one (1) day a week for the same group of users.
- EE. All school buildings will be vacated by 5 p.m. on Sundays.
- FF. District facilities and equipment shall not be used or made available for political campaigns.
- GG. iCHAT or current method for criminal background checks must be completed by designated group leader. The iCHAT, or current method, form is designed to give Wayland Union Schools the basic information in which to help us verify your identity and ability to work within a school setting. By completing this form you are consenting to allow Wayland Union Schools to conduct a criminal background investigation/check. All responsible facility renters/users must fill out this form and be cleared in order to be granted approval for facility use.
- HH. Winter rentals are subject to plowing services and weekend plowing will result in additional fees unless the school district is open for a school district scheduled event.
- II. Meeting/practice duration times are limited to two (2) hours maximum if available.
- JJ. Facility rentals/requests will not be made available for private parties or activities.
- KK. The district fully supports the recycling initiative – major events (both for profit or non-profit) will be assessed any additional trash service needs for the scheduled event.
- LL. In case of tornado watch and/or warning, your event will be automatically canceled without further notification. Participants are required to follow the District Safety Policy at all times.