

1 **CJI Public Schools**

2
3 **COMMUNITY RELATIONS**

4330P

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5 Rules and Regulations for Building Use

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7 1. Applications requesting use of the school facility must be presented to the building administrator
8 at least ten (10) days in advance of the time desired and must be signed by a qualified
9 representative of the organization desiring to use the building.
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11 2. The school premises shall not be available before 5:00 p.m. on school days, except under special
12 conditions.
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14 3. Rental fees are as follows: (Example) Gym \$100 + custodian
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16 Fees (will) (may) be waived for private nonprofit groups that do not charge admission fees.
17 Religious groups or organizations will be charged rental fees as listed above.
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19 4. The use of the school premises will be denied when, in the opinion of the Superintendent or the
20 Board, such use may be construed to be solely for commercial purposes, there is a probability of
21 damage or injury to school property, or the activity is deemed to be improper to hold in school
22 buildings.
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24 5. In case of loss or damage to school property, the organization and/or individual signing the
25 request shall be fully responsible and liable.
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27 6. The District reserves the right to require a certificate of insurance from the renting agency.
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29 7. No furniture or apparatus shall be moved or displaced without permission.
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31 8. No access to other rooms in the building shall be permitted unless designated by agreement.
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33 9. There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol
34 used or sold in or about school buildings and premises, nor shall profane language, quarreling,
35 fighting, or illegal gambling be permitted. Violations of this rule by any organization during
36 occupancy shall be sufficient cause for denying further use of school premises to the
37 organization.
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39 10. Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium
40 floors.
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42 11. The Superintendent may require a school employee to be present during use of the building by the
43 non-school organization. In such case, the requesting organization will
44 pay for the employee expense (i.e., custodians, overtime).
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46 12. When the school official finds it necessary that police or other security personnel be retained for
47 crowd control, such requirement may be added as a condition of the Facilities Use Agreement.

48 Procedure History:

49 Promulgated on: July 17, 2012

50 Reviewed on:

51 Revised on: