

PROCEDURES EXHIBIT: 800.1A

Use of District Facilities Procedure

1. The availability of the space or equipment to be used should first be approved by the building principal or responsible administrator.
2. The building principal or designee will complete the date, time and location on the "School" Facility Scheduling software program.
3. That information will be electronically forwarded to the Business Office where the contract, payment request and request for insurance are generated.
4. Upon determination of use eligibility, the Business Office will provide to the contact person electronically the above forms as well as the:
 - a. "Use of School District Facilities Regulations"
5. All signed paperwork, insurance certificate, and rental agreement must be received by the business office prior to your rental date. Upon receipt of the completed paperwork, the Director of Financial Services will sign the rental agreement and the business office will send you a fully executed copy. Please note that your rental is not officially approved until you receive a fully executed rental agreement from the district listing your permit number. Each rental contact will be responsible for having a copy of the signed rental agreement indicating their permit number available for inspection by district personnel at any time during the event.
6. All activities and necessary information which occur outside of the regular school day will be posted on the "School" Facility calendar.
7. The organization will notify the school in case of cancellation. Organizations that do not contact the district within 24 hours prior to supervisory personnel showing up for the event, will be charged a minimum 2-hour supervisory fee.
8. Custodians will complete, if necessary, an "Additional Billing for Services or Equipment" form. It will be signed by building administrator and a copy forwarded to the business office for billing.

Reviewed 11/25/19

Revised 06/14/10, 6/10/13