

## **GENERAL RULES AND REGULATIONS:**

- Comply with safety regulations and policies of the Fire Department and the Health Department.
  - Read the attached Facility Event Safety Information Sheet with Custodial Contact Information in order by Location. If you have questions, please contact the Operations Specialist at 802-652-7053.
  - Comply with all state, federal and local licensing requirements.
  - Use of the building is considered on the basis of one-time usage and any use is prohibited without prior approval.
  - Approval for use of school facilities is contingent upon the educational program and approval will not be granted for any function which will interfere. Priority is given to South Burlington School District users.
  - The administrator concerned will appoint a person, generally the custodian on duty, to act as the representative of the School Directors. It is required that a school representative be on duty whenever a facility is in use to supervise the function, enforce the rules and regulations, and report any violations by the user.
  - The facility is to be used only on the specified dates and for the purposes named in the application. Applications are not transferable and are not valid unless approved by the Facility Coordinator and the Business Office.
  - An application may be cancelled without notice, provided its provisions or intent are violated in any way. The School Directors, or their representatives, shall be sole judge of such violations. An approved application may be subsequently cancelled if it is determined that the approved date interferes with the educational program.
  - Drinking of alcoholic beverages on school premises is prohibited.
  - Smoking is prohibited on school premises.
  - No furniture or equipment belonging to the school shall be moved without written permission. Under no circumstances will any school property be removed from the premises. Electrical equipment will be under the operational control of the school personnel at all times.
  - Alterations or additions to school property are prohibited. Temporary structures such as sets may be installed; provided requirements are made known at the time of application and approved, and provided no permanent damage or disfigurement will result. Nothing is to be nailed, tacked, or fastened to any wall inclusive of signage without prior approval.
  - Ensure that animals are not permitted inside of school buildings and that users will clean any school grounds used by animals.
  - Any special costs incurred by the School District in preparing for any function, or after such function, will be charged to the user.
  - If determined necessary by the Facility Coordinator, additional personnel will be assigned to cover a function and costs associated with them charged to the user.
  - Safety regulations determine maximum capacity of school facilities. The Facility Coordinator will advise the user not to exceed such restrictions.
  - It is expected that any organization using a school building shall leave the facility in the same order as found. Additional charges will be assessed and future use by an organization may be limited if violation of this rule is determined.
  - The organization or individual(s) participating or requesting the use of the school district facilities agrees to Hold Harmless the South Burlington School District for damages or injuries experienced.
  - Activities involving children must provide for appropriate adult supervision upon request, the Administration will determine this ratio based upon the planned activity.
  - Vehicles will park only in designated areas.
  - Requesting use of facilities must abide by all applicable state and federal regulations, laws and requirements with regard to access, participation, attendance, and action.
  - Do not prop open outside doors for the safety and security of the participants and facilities. One person (over the age of 18) for each group must be designated and responsible for the actions of the members of that group.
  - No outdoor advertising, signs, banners etc. are allowed without the permission from Administration.
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- No glass bottles or containers allowed on school district facilities.
  - Field Use may be revoked at any time for violations or inappropriate use of facility or area. Groups are responsible for any and all damages incurred. Damage to fields or equipment on fields will result in additional charges equal to amount of repair and labor or \$50 per occurrence, whichever is greater, and may result in suspension of team use of field, or complete revocation of use for the league.
  - Portable bathroom facilities may be required at expense of user for groups of 300 or more.
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