

**RULES AND REGULATIONS FOR USE OF
SCHOOL BUILDINGS AND GROUNDS**

1. **USE PRIORITIES:** Since the basic purpose for the District is public school education, at all times regardless of the shortness of notice, regular school programs and related activities shall take precedence over all other non-school activities. However, whenever there are no conflicts with the regular school programs, preference will be extended first to Adult Education and then to Kendall Community organizational requests on a first-come, first-served basis whenever reasonable.
2. **STATE EDUCATION LAW:** When not in use for school purposes, the Board of Education may permit use of the school buildings, facilities therein, the grounds, and other property by approved groups as follows for:
 - a. instruction in any branch of approved education, learning, or the arts,
 - b. Public library purposes,
 - c. Social, civic, recreational meetings and entertainment provided that such meetings and entertainment shall be open to the general public,
 - d. Polling places to handle primaries, elections, and registrations,
 - e. Civic forums and community centers, and
 - f. Meetings, entertainments, and occasions where admission fees are to be charged or donations requested. (The Board of Education requires estimation as to how much is to be collected along with an explanation of how these collections are to be used. The Board of Education reserves the right to deny any such money raising functions at its sole discretion).
3. **ELIGIBLE USERS:** The use of District facilities by non-school persons is designated for Kendall Community organizations and groups. However, other groups may be granted permission to use these facilities at the sole discretion of the Board of Education.
4. **RESPONSIBILITY FOR FACILITIES:** The Board of Education is responsible for the District's buildings, contents, and grounds. Therefore, an employee approved by the Superintendent must be on duty for the entire duration of each approved activity as determined necessary by the Superintendent. A school building can never be placed under the responsibility of an organization or non-school employee.
5. **RESPONSIBILITY FOR SUPERVISION:** As specifically indicated in the BUILDINGS-GROUNDS USE REQUEST application, either or both the Adult-in-Charge and/or Alternate Adult-in-Charge must be present from the beginning of the activity until all members of the group have left the school grounds. The approved adult(s) must:
 - a. Actively supervise the activity and are responsible for maintaining the acceptable behavior of all persons in or associated with the activity;
 - b. To see to it that only approved areas and equipment are used; and
 - c. Provide all persons associated with the activity with directions on fire/emergency evacuation in case such procedures are necessary.
6. **SCHOOL POLICIES AND RULES:** All of the Board of Educations' Policies and Administrative Regulations must be observed and followed by a group regardless of when or where it uses the buildings and grounds. The following rules deserve emphasis as follows:
 - a. Absolutely no possession or consumption of alcoholic beverages, drugs, or illegal substances on any school grounds or in any school buildings.
 - b. Absolutely no smoking by any person at any time or any place on school grounds or in school buildings.
 - c. Wearing apparel determined by the Superintendent must be worn at all times. This includes covering the torsos for both females and males.
 - d. All motor vehicles are to use the designated driving and parking areas. Hot-rodding, excessive speeds, and/or driving on the school lawns are strictly prohibited.
 - e. No mini-bikes, snowmobiles, or other unlicensed vehicles are permitted on any school grounds at any time without the prior permission of the Superintendent.

7. **DATES AND HOURS:** Except on School District designated holidays, the buildings and grounds are available for use as long as such use does not conflict with regular school functions. All activities must end promptly according to the time approved on the request form. The latest an activity can last is until 11:00 p.m. so that the buildings and grounds can be completely cleared, secured, and cleaned by 12 midnight.
8. **USE COSTS:** The Adult-in-Charge will be held responsible for reimbursing the School District for any and all additional custodial costs as well as other expenses incurred by this activity as determined by the Superintendent. This also includes the costs for any damage, which is beyond expected normal wear and tear. Special permission from the Superintendent is required before any activity takes place which would require extra efforts to clean up, such as marking walls, lining fields, painting walls, marking the blacktop, putting up posters, etc.
9. **ADMISSION:** Regardless of which Kendall Community organization or group may receive approval to use District facilities, all such approved activities must be open to the general public.
10. **FEES OR CHARGES:** A group shall not levy any fees or admission charges for its approved activity without the prior approval of the Board of Education.
11. **SPECIAL SERVICES OR SUPPLIES:** Prior to the activity, each group is responsible for specifically requesting any school equipment, supplies, and/or services, which it wishes to use. In turn the Superintendent at the Superintendent's sole discretion will determine which equipment, supplies, and/or services shall be provided.
12. **STORAGE:** Prior arrangements must be made with the Superintendent before any non-school equipment may be stored on school property by a group.
13. **GYMNASIUM:** A group which has permission to use any gymnasium shall make sure that (1) the gym is always actively supervised by capable adults; (2) persons showering use their own towels; (3) there is absolutely no smoking in the gym at any time; (4) there is absolutely no alcohol in the gym at any time; and (5) there is absolutely no shirts-and-skis games as both female and male participants must keep their torsos covered at all times.
14. **CAFETERIA FACILITIES:** Although there are large areas with tables and chairs readily available for use, the kitchens, serving areas, and home economics rooms require special permission to be used. The Superintendent may require a qualified school employee to be in attendance at certain times when the kitchens, serving areas, or home economics rooms are being used.
15. **PHONES:** Public phones are generally available for use by the group. The school phones shall be used for emergencies or special needs only.
16. **CLOSING PROCEDURES:** Although school personnel are responsible for cleaning and securing the building, groups are requested to cooperate by: (1) closing all windows, (2) returning the area to its original arrangement, (3) picking up all litter from the activity, (4) turning out all lights, (5) shutting all doors, and (6) leaving promptly as expected.
17. **FIRE AND SAFETY:** All fire and safety regulations of the District must be observed and followed.
18. **INSURANCE:** The Superintendent reserves the right to require any approved group to obtain special insurance as the Superintendent may determine appropriate and to cause this group to provide written proof of such insurance before the group can use the buildings or grounds.

ANY GROUP WHOSE MEMBERS FAIL TO FOLLOW THESE RULES AND REGULATIONS MAY HAVE ITS PRIVILEGE OF USING SCHOOL BUILDINGS AND GROUNDS REVOKED AT ANY TIME THROUGH WRITTEN NOTICE BY THE SUPERINTENDENT. REINSTATEMENT OF THIS PRIVILEGE SHALL REQUIRE RE-APPLICATION AND RE-APPROVAL BY THE BOARD OF EDUCATION.