

RULES AND REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

Application for use of facilities will be made at the Principal's office no more than ninety (90) days and ordinarily no less than fourteen (14) days in advance of the date or first date of intended use. Permission to use the facility may be granted by the Superintendent or his/her designee. **Costs for the use of facilities will be assessed according to an approved fee schedule in addition to costs for custodial services or other expenses. Forty-eight (48) hours cancellation notice is required. All fees will be assessed if notice is not given, with the exception of inclement weather or national emergency.**

Long term leasing arrangements may be applied for through the School Committee.

- The use of alcohol, tobacco or any illegal drugs is not permitted in school buildings or on any school property, nor shall a person under the influence of intoxicants be admitted on school property.
- No gambling of any kind shall take place on school property.
- Permission, when granted, does not allow the use of any school supplies, apparatus, telephones or equipment unless permission has been specifically granted.
- The use of any kitchen and dining facility for the purpose of preparing and serving a meal (breakfast, luncheon, or dinner) shall require a member of the cafeteria staff and custodial staff be present. Renter shall pay cafeteria and custodial staff fee.
- Serving of light refreshments, i.e., coffee, tea, cookies, etc., does not require attendance of a cafeteria staff member.
- The renting organization must assume full responsibility for maintaining order in the building and will arrange for police coverage, when appropriate.
- Sponsoring organization agrees to hold the Granby Public Schools and the members of the School Committee harmless from any liability or loss of personal injuries, death or property damage, including damage to school property, occasioned by or arising out of sponsoring organization's use of school property. The sponsoring organization must obtain appropriate and adequate insurance naming the Granby Public School as an additional insured. Renter must provide a Certificate of Insurance to the Business Office prior to the event to be kept on file.

- A person accepting responsibility for the renting organization and staff member assigned to be on site, shall inspect the designated area prior to and immediately following the activity. The school facilities must be left clean, orderly, and secured. Renter must submit a list of responsible individuals who will be on site.
- The renting organization is responsible for any damage incurred by its use of the school property. Nothing is to be adhered to walls, floors, windows, ceilings, etc. The renter agrees to reimburse the Granby Public Schools for any damage, destruction, or loss occurring during the renter's occupancy of the building.
- The School Committee has adopted a fee schedule which may be revised from time to time. Funds received from use of facilities will be used for payment of staff for services rendered in regard to such use, for general repair, and maintenance of facilities.
- Any applications for use of the facilities that are deemed to be out of the ordinary by the Principal, Superintendent, or Finance Officer, may be brought to the School Committee for approval and special arrangements. The fourteen (14) day advance notice shall still apply.
- The School Committee, through the Superintendent, Finance Officer, or Principal, reserves the right to restrict the use of facilities during school vacation periods and other times when it is deemed necessary and appropriate.
- The Superintendent, Finance Officer, and Principal reserve the right to specify the level of service staff, areas of use, and police coverage required for specific events. Only the building area and facilities specifically approved may be used and only within the hours stated.
- On days when school is closed because of snow or other emergencies, all activities scheduled for that day will be cancelled.
- The number of attendees at any event shall not exceed the authorized capacity of the facility.
- There are to be no unsupervised children at any event.
- Custodial staff, Building Principal or Vice Principal of the Granby Public Schools are the only authorized personnel allowed to open and close a building for any event on non-school hours.

- Parking lots must be used. No parking shall be permitted in any marked emergency areas, doorways, and/or yellow painted areas. These vehicles will be ticketed and/or towed by the local authorities at the owner's expense. Under no circumstance should any vehicle be parked on any part of the grass or athletic fields.

- Failure to comply with any or all of these rules and regulations may result in denial of the groups' further use of any Granby Public Schools. Such denial will be at the discretion of the superintendent or his/her designee.

Revised February 6, 2006

Adopted October 4, 2004