

SCHOOL DISTRICT OF MAYVILLE

830-Rule

FACILITY AND EQUIPMENT USE REGULATIONS

The following are the conditions for using school facilities and equipment during non-school hours:

1. Students shall not be permitted to work, play or use school equipment in the school building after school hours or during vacation periods without supervision by a competent adult. This permission for use must be given by the principal of the appropriate building for equipment at least 48 hours prior to the use of school facilities.
2. Application for facility and/or equipment use shall be made to the District Administrator. Use of school-owned equipment off school premises shall be governed by the District's equipment use policy.
3. It is understood that any organization using school property is responsible for the conduct of all participants. Proper supervision shall be provided
 - a. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia, alcohol or being under the influence of illegal drugs, chemicals or alcohol in a person's system in or on school property, or in any district-owned or contracted vehicle is prohibited.
 - b. Smoking or other use of tobacco products on District property, in school buildings or vehicles, or vehicles contracted by the District, is prohibited.
 - c. Organizations using school facilities shall not damage or destroy school property or equipment. Liability for any and all damages lies with the user organization. While using the facilities or equipment, the user organization also accepts any personal liability that may be incurred by any person within said organization.
4. The Director of Operations shall issue appropriate keys to the individual representing the user organization. This individual shall be held responsible for the lockup of the facility being used and/or the return of equipment being used. Equipment and/or facility keys are to be returned promptly upon completion of use. Should keys be lost, which result in re-keying of the appropriate locks, the costs for re-keying shall be charged to the user organization.
5. When an application for facility and/or equipment use is approved, only facility and equipment use is being granted. School staff shall not be expected to prepare for, or clean up after said user.
 - a. Should use of a kitchen and cafeteria be requested by any organization, said organization would be required to have an appropriate number of District cooks present at all times when the organization is using the kitchen.

- b. Should a facility use be scheduled at a time when a custodian is not ordinarily on duty, the District Administrator may require that a custodian be assigned, paid by the user organization. Should it be deemed that it would be appropriate for a custodian to be on service, and following the activity the area is found to require custodial services, the organization using the facility shall be charged custodial time for that time necessary to get the area into condition prior to use.

6. Fees

- a. There shall be no charge for facilities and equipment used by groups, or activities sponsored by the School District of Mayville.
- b. The charge for the Mayville City Recreation Department will be determined by the agreement between the city and the district.
- c. Appropriate fees shall be levied for other user groups.
- d. The user shall pay custodial and food service workers at one and one-half times the salaried rate.
- e. Fees may be waived by the District Administrator.

APPROVED: August 21, 1978

ADOPTED: September 18, 1978

REVIEWED:

REVISED: November 21, 1983; December 3, 1990; March 4, 2002, October 21, 2002

Signatures of School Board Members:

_____	_____
_____	_____
_____	_____
_____	_____