

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

KF-R-1

REGULATIONS FOR THE COMMUNITY USE OF SCHOOL FACILITIES

Rules for the Use of School Facilities and Equipment

1. Permission shall not be granted for the use of any district facility or equipment which would in any manner whatsoever interfere with or impede the conducting of normal school activities.
2. Whenever any group or organization is permitted to use a district facility or equipment, the Activities Director shall determine the type of supervision necessary for the activity and assess the cost deemed appropriate.
3. All groups shall name an adult who shall be directly responsible for the activities of the group. The named adult shall arrive at the school prior to the time of the event and shall remain until all group members have departed. The named adult shall be responsible for the proper supervision of activities and the proper use of the school facilities and equipment.
4. Group activities shall be confined to their assigned facilities. The nearest available lavatories shall be used. Activities to be extended to other areas of the facility must be prearranged, or have the permission of the Activities Director. Additional facility use could incur additional usage fees.
5. Groups are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the district reserves the right to charge for any additional work needed to return them to their original condition.
6. In case of emergencies, where willful endangerment, injury, and/or fire occurs, the using agency shall notify the Cody Police Department (527-8700) or call 911 for assistance.
7. In case of mechanical, electrical, water, or sewage emergencies or related emergencies, the custodian on duty shall be notified. If the custodian is not available, the using agency shall call 899-3349.
8. No permission for use of any district building or facility shall be granted for meetings or activities of any group whose purpose is to subvert or overthrow by violent or unlawful means the government of the United States or the State of Wyoming.
9. Alcoholic beverages and/or illegal drugs are not allowed on school grounds or within the legal boundaries of district facilities, at any time.
10. Use of tobacco is prohibited on school grounds and in school facilities.
11. All persons and groups using or renting a school facility or property shall assume responsibility for all damages that occur while said property or premises are being used or rented. The user shall pay the cost that may be incurred by the district in making needed repairs and replacements.
12. The user representative signed below represents that he has authority to enter into this agreement and agrees that the entity and its members shall hold Park County School District No. 6, the board of trustees, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, costs, or expense that may arise during, or be in any way caused by, such use of occupancy of school property. When using school facilities, those organizations charging admission will be required to furnish insurance to cover aggregate claims and specific occurrence insurance.

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In all cases where the user agency has large public gatherings and/or for which admission is charged, the using organization shall be required to furnish aggregate claims and specific occurrence insurance in the following amounts:

- Aggregate claims----- \$1,000,000.00
- Specific occurrence----- \$500,000.00

13. The district reserves the right to deny access or cancel permission for use of any district facility if:

- danger exists which would result in possible damage to school property or to people
- the user violates fire and electrical codes of the State of Wyoming
- the user fails to furnish the insurance required or fails to pay rental, custodial, or damage costs.
- the user violates any aspect of the agreement
- the use is other than what has been contracted for
- for any other reason deemed to be in the best interests of the school district

Signature of user agency representative

Date

Adopted: 1/20/98
Revised: 7/19/06