

Wallingford-Swarthmore School District
Rules for Use of Facilities

The following rules apply to users of District facilities. The rules outlined in this Attachment B are in addition to any additional rules and regulations outlined in Board Policy and Administrative Regulation 707.

1. No facility use is allowed without receiving prior approval in accordance with Board Policy and Administrative Regulation 707. The Superintendent or designee may limit, restrict, discontinue, revoke, or prohibit proposed uses of District facilities that do not comply with Board Policy or Administrative Regulation 707, or which are determined not to be in the best interests of the District.
2. Individuals and organizations using District facilities must comply with all federal, state, and local laws and regulations, including applicable Board Policies and Administrative Regulations, as well as rules and directives of law enforcement, the fire department, and other first responders.
3. Individuals and organizations using District facilities are responsible for damage, vandalism, theft, or other loss to buildings, equipment, and grounds that take place during or as a result of their use of District facilities.
4. The use of District facilities for school-sponsored activities takes priority over all other proposed uses.
5. The possession, use, or sale of tobacco, electronic smoking products, alcohol, weapons, fireworks, or other controlled/illegal substances is not permitted at any time on school property.
6. Users of District facilities shall ensure all trash is placed in appropriate trash receptacles. The District will provide and empty trash receptacles under normal circumstances.
7. Users of District facilities are prohibited from removing District property from District facilities.
8. The use of profanity on or in District property is prohibited.
9. Gym shoes or other appropriate footwear must be worn on all gymnasium floors for athletic activities. Floors must be protected from any equipment brought onto them.
10. Special permission must be obtained to serve refreshments in any area other than the cafeteria. Prior approval is required for use of any District food preparation/serving areas. The sale of food/drink products in the school is prohibited unless permission is obtained in advance.
11. No barbequing is permitted on District property without advanced permission.
12. It is the responsibility of the facility user to contact the police and arrange adequate protection/supervision of the activity, if necessary or if required by the Superintendent or designee.
13. All decorations used must be non-flammable. Open flames are prohibited.
14. The following are prohibited on school grounds:
 - a) Climbing on fences, buildings, or landscaping;
 - b) Throwing stones or other objects;
 - c) Unauthorized use of motorized vehicles; and
 - d) Loitering.
 - e) Parking other than in designated locations.

15. Obstructions may not be placed in corridors, aisles of the auditorium, or emergency exit lanes.
16. If any heavy school equipment must be moved, prior approval of the building principal must be obtained and any costs must be paid by the facility user.
17. No nails, tape, screws or attachments of any kind are to be applied to walls or woodwork, nor is anything to be done which will in any way mar or deface the building, its furnishings or appointments.
18. All facilities must be left in the same condition as found. Clean-up/repair costs will be billed to the user of District facilities.
19. Storage space is not available between facility use dates.
20. The facility user shall ensure that its group is confined to the area to which it has been assigned.
21. Children in attendance while in District facilities must be supervised by an adequate number of adults.
22. No equipment may be brought into District buildings unless permission is granted in writing on the approved permit. All property not belonging to the District must be removed at the end of the rental period.
23. Non-school related activities may not extend beyond 10:00 p.m. on days when school is in session on the following day; group members must leave the premises before 10:30 p.m. (exceptions must be approved in writing in advance by the Superintendent or designee).
24. Users of District facilities may not use District-owned equipment unless specifically requested on the application and approved. Fees, as applicable, will be noted on the permit.
25. Vehicles must be parked in designated parking areas only. No parking in driveways or on grass areas is permitted. Arrangements for traffic control shall be made with respective local police departments by the requesting group, if necessary or if required by the Superintendent or designee.
26. No facility shall be subjected to overcrowding or use by groups in excess of permitted capacity.
27. Preparation and marking of athletic fields shall be done only with the approval of the Superintendent or designee. Fees, as applicable, will be noted on the permit.
28. The District's playing fields, track, and lawns shall not be used by persons operating motorized vehicles (automobiles, motorcycles, mini-bikes, snowmobiles, motor scooters, go carts, etc.) or by persons riding bicycles, skateboards, roller blades, etc.
29. Individuals or organizations approved to use District facilities are not permitted to assign or transfer such use rights without the express permission of the Superintendent or designee.
30. Misuse of District facilities or ignoring rules related to proper facility use may result in such user(s) being barred from future use of District facilities.
31. All illegal activities are prohibited on District property and users that permit or participate in illegal activities may be banned from future use of District facilities.
32. No animals, with the exception of service animals, in accordance with Board Policy or applicable law, may be

brought onto District property without prior permission from the Superintendent or designee.

- 33. Users agree to be bound by the terms and conditions detailed in this Attachment C, as well as all requirements and provisions contained in Board Policy and Administrative Regulation 707.

I have read and understand the rules for use of the Wallingford-Swarthmore School District facilities and I will share a copy of these rules with all participants in my organization. I understand that failure to comply with these rules will result in the revocation of our permit to use District facilities.

[Signature]

[Date]

[Print Name]

[Organization Name, if Applicable]

[Phone Number}

[Email Address]