

## **RULES AND REGULATIONS**

- Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- The District reserves the right to request payment of estimated fees in advance.
- Use of tobacco is prohibited. Ugly Community Schools is a drug free school. All users are responsible for complying with this regulation.
- Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- Uses of stages, furniture and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating or supervising special or extra equipment will be charged to the using group.
- A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- Responsibility of enforcement of rules and regulations concerning use of District facilities rests with the user group, and an infractions of the above regulations may be grounds for refusing to grant subsequent request for the use of District facilities.
- The District will not be responsible for any loss of valuables or personal property.
- There will be a \$10 fee for non-returned keys.