

## Rules and Regulations

### Application Procedures:

1. Requests must be submitted at least two weeks in advance of the activity and approved by the Business Manager. A one week notice is required to effect changes in a permit. ***If request is submitted less than two weeks in advance, if the facility and scheduling personnel is possible, there will be a 20% surcharge to the total bill.***
2. The Business Manager has the right to make exceptions to these rules and regulations, including denying any group the privilege of using the facilities.
3. Conflicts in scheduling will be the responsibility of the Business Manager. Please note that District activities take precedence in the availability of facilities.

### Payment Procedures:

1. A deposit of 25% of the total permit fee is required with each approved permit in advance of the event. The deposit will be applied on the rental fee. Failure to pay the deposit in the required time period may result in the permit being pulled.
2. Full payment of the building rental fee, the personnel fee and any other charges shall be made within ten (10) days from the date of building rental invoice or rental date(s). Additional charges will be assessed for damage or additional time beyond the originally contracted hours.

### Cancellation Policy:

1. Should facility applicant have the need to cancel a scheduled event, the Facility Manager must have 48 hour notice, otherwise, the applicant will be charged, at minimum, a two hour custodial fee plus any additional charges incurred related to the scheduled event.

### **All persons or groups must follow all policies and regulations or forfeit their privilege to use school district facilities in the future.**

1. Each applicant must assign an adult sponsor, whose name appears on the permit, who will ensure proper conduct, that only members of the approved group will be admitted, and that all will remain in the area assigned in the permit.
2. Permit holders are responsible for the conduct of both participants and spectators. Adequate provisions shall be made by the permit holder to handle the anticipated crowds. The permit holder will be required to employ policemen when money is being collected at the event or when the anticipated crowd is large as determined by the Business Manager. The permit holder may also be required to employ parking lot attendants.
3. Permit holders shall bring a copy of their rental agreement to the event.
4. The Board of Education will not be held liable for injuries sustained by any person or to any property.
5. **All groups** are required to provide a **Certificate of Insurance to accompany application** with the following minimum requirements:
  - a. Commercial General Liability coverage, providing "public liability".
  - b. Limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate.
  - c. Twinsburg City School District named as an additional insured.
6. The cooperation of all members of the organization is requested in leaving the school premises in a satisfactory condition at the close of the activity. All areas rented or used are to be returned to an acceptable condition and trash is to be placed in trash receptacles.
7. The applicant agrees to be responsible for any damage that has occurred to the facility, equipment or grounds during the applicant's use (as judged by the district representative).
8. The Board of Education is not responsible for items left on the premises after an event.
9. In the event that schools are closed due to emergency causes (e.g., snow), an effort will be made to inform the permit holder; however, it shall be assumed that the permit holder is aware that **ALL SCHOOL AND PERMIT ACTIVITIES ARE CANCELLED**. Such closings are broadcast through local media. If cancellation is necessary, every effort will be made to make other arrangements for the permit holder. Deposits are recoverable if the school district causes cancellation.
10. **The facilities, as stated in the building permit, shall be the only ones used by the permit holder.** The custodian is not to be asked for, and may not provide, additional rooms or equipment.
11. Designated district personnel will be present and have free access to all rooms at all times.

12. Fire and safety regulations will be strictly enforced.
13. Posted building rules will be enforced.
14. Decorations, scenery, or moving of furniture must be approved prior to event and must not be destructive to District property. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
15. All items sold, distributed, exhibited or displayed must be approved prior to event.
16. Designated district personnel will be responsible for the operation of all stage, auditorium and electronic equipment. The fee for this service must be paid by the organization using the equipment according to established rates. **NO** school district machines/equipment may be used without prior authorization.
17. Custodial services include unlocking/locking the building, operation of lights, heating/cooling of the building, supervision of the setting up of chairs and tables (if required), the normal clean-up and putting the room(s) in order for regular use. This includes a minimum of a half hour prior to the activity, the activity length, and a half hour after the activity.
18. Concessions and refreshments of any type may not be sold unless the permit so specifies and the permit holder provides clean up. Concessions and refreshments shall be allowed only in designated areas.
19. When school cafeterias and kitchens are used, the cafeteria manager or other designated school employees must be present and have general supervision of the school equipment. The fee for this service must be paid by the organization using kitchen facilities according to established rates. Arrangements for the use of cafeterias must be made and approved through the Schedule Request Process. If the organization requires access/use of the kitchen coolers, freezer or oven/heating elements, a cafeteria worker must be requested. If any food is to be prepared, the applicant must secure a temporary food license. The Food Service Director will provide the applicant with details for obtaining a license through the Summit County Health Department. This license must be present on the rental day(s).
20. When snow removal is necessary, permit holder will be charged the Board approved hourly rate.
21. No smoking, use of tobacco products, alcoholic beverages, or narcotics is permitted in school buildings or on school grounds.
22. In NO instance shall holes be placed into the parking lots for any purpose, including staking tents, inflatables, etc. This will be considered as damage to the property.
23. In NO instance shall indoor areas be used for throwing outdoor discs or shot put. Batting or throwing must use indoor softballs or hardballs.
24. NO live animals will be permitted into the buildings without express written approval of the Business Manager.
25. No materials, liquid or dry, may be used on any floor surface.
26. Non-marking gym shoes are required in all gymnasiums and organization must provide protection for the gym floor if necessary.
27. Bleachers must be requested on the permit. DO NOT move the bleachers as some have electronics for moving and you will damage the units.
28. We cannot store equipment for the permit holder.
29. Permit holders moving furniture need to move everything back to the original placement.
30. Facility use during off-school hours shall not conflict with cleaning & renovation schedules.
31. The building custodian shall enforce the rules and regulations set forth herein and shall report all discrepancies to the Business Manager of the School District.
32. Our facilities are offered to all regardless of race, color, creed, age, religion, sex, national origin, marital status, veteran status, sexual orientation, political belief or affiliation, mental or physical handicap, or any other class of individual protected from discrimination under State or Federal law.
33. Permit holders are responsible for bringing their own first aid kit.
34. Permit holders must follow all directives from the building in regard to emergency procedures.