

**CIRCLEVILLE CITY SCHOOLS
USE OF SCHOOL FACILITIES
RULES AND REGULATIONS**

1. A charge for the use of a building shall be made according to the Rental Fees Form and for the areas that are requested on the Permit of Use of School Facilities Form.
2. A custodian must be on duty at all times when the building is occupied.
3. Organizations or groups to whom permission is granted will assume all responsibility for personal accidents or injury to participants or spectators.
4. When decorations are used nothing should be hung from the ceiling or wall light fixtures. Decorations must be removed immediately following the event (safety feature).
5. Kitchens shall be used only when authorized personnel is on duty.
6. The custodian shall be the last to leave the building and be responsible for locking all doors and windows, and turning off lights.
7. The group using the building will be responsible for any damages.
8. Rental fees will be invoiced.
9. The custodian, cook and /or A.V. technician fee will be invoiced after the event.
10. No school building or grounds shall be used for any of the following purposes:
 - a. Smoking, gambling, use of alcoholic beverage, or any unlawful use is strictly forbidden.
 - b. Buildings cannot be used for the instruction of children of school age unless such classes are deemed by the Superintendent to be a suitable supplement to the regular instructional program of the schools, and unless the schedules and charges, qualification of the teachers, and the quality of instruction conforms to standards established by the Superintendent of Schools.
 - c. Buildings cannot be used for personal gain or private enterprise.
 - d. Money-making events must use proceeds for school purposes or approved charitable, educational, character-building or other community welfare purposes.
11. Fees may be waived only by the Superintendent of the Circleville City Schools District if the reason is stated on the rental form.