

## MILLSAP ISD FACILITY USE ADMINISTRATIVE REGULATIONS

1. No organization may use the buildings or grounds at any time or in such a manner as would interfere with the educational program of the school.
2. General public use requests must be shown to be: (1) of an educational nature; (2) likely to contribute to the physical, oral and ethical well being of the participants; (3) legally and culturally acceptable; and (4) open to all regardless of color, sex, creed or national origin.
3. All facility use requests must be completed either online or returned to the campus principal or designee at least two weeks prior to the activity.
4. Requestor shall provide MISD with a single contact that is to serve as the representative for the facility activity.
5. A fifty percent (50%) deposit for fees must be paid in full to MISD prior to reservation date.
6. The facility shall be used for the purpose stated and no other use will be permitted.
7. The organization that uses the building and grounds shall be responsible for the conduct of its attendees.
8. Disorderly conduct or abuse of the building may result in forfeiture of the right for future use.
9. All activities are to terminate no later than midnight unless approval is granted one week in advance to extend beyond midnight.
10. Police protection must be provided by any group or organization at its own expense if the School Board deems it advisable.
11. A certificate of insurance may be required at the superintendent's discretion.
12. Chair and table arrangements are the responsibility of the requesting organization. Do not drag tables or chairs across any flooring surface.
13. A cafeteria manager or designated employee must be hired to supervise the use of the kitchen.
14. Primary Contact shall be responsible for picking up the keys to the facility, if any, from MISD prior to the event. Return keys immediately following the event to MISD.
15. Requesting organization is responsible for any lost keys, and any costs that the District might incur to replace and/or re-key the facility.
16. Groups or organization using school facilities do so at their own risk and at the risk of their own materials and equipment which may be used or stored on school premises.
17. Requesting organization shall not store any equipment or materials at the facility or adjoining property without the prior written approval of the Superintendent or designee.
18. Any organization desiring to move special properties into the school or onto the grounds prior to or on the date of use should discuss the arrangement with the maintenance director, who will in turn discuss the arrangement with the school's principal and/or superintendent.
19. The parking of automobiles shall be restricted to parking lots.

20. The organization requesting use of a facility will have access to the facility only after the designated times requested has been approved.
21. Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the facility prior to or after the event time period. Primary Contact shall be responsible for arranging access during the time requested for entry and exit of the facility.
22. Facility shall not be prepared or decorated prior to the event start time.
23. Facility users shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the facility and shall not make or allow to be made any alterations of any kind therein.
24. Facility users shall be responsible for all clean up of the Facility, including adjacent grounds, at the end of the rental. Facility users shall pick up, bag, and dispose of all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter.
25. In the event the Facility is left damaged, Facility users shall be charged for any and all janitorial and/or repair fees incurred by the District as a result of same and these fees shall be billed to Facility users.