

BUILDING USE RULES & REGULATIONS Page 1 of 1

The applicant should be familiar with the following terms and conditions.

1. Grand Rapids Public Schools reserves the right to deny or cancel building use within the boundaries of employee contracts, polices of priority use and outstanding balances due the District, but not limited to these items.
2. Personal use of facilities such as swimming, private parties and receptions, family reunions, anniversaries, birthdays, graduation open houses, and weddings is strictly prohibited.
3. Modification/alteration/or other changes to building structures, including but not limited to electrical, HVAC (heating, ventilation & air conditioning), grounds, etc. is strictly prohibited.
4. Applicant/user must provide upon request references and criminal background check.
5. Proper/adequate adult (a person 21 years of age) supervision must be provided at all times.
6. Failure to provide proper/adequate supervision/action to prevent loss/harm will result in the occupants being asked to leave the facility/property.
7. User must take reasonable steps to ensure orderly behavior & will be responsible for paying all damages associated with their use of the facility or equipment.
8. Building occupancy/capacity cannot exceed the fire code.
9. No animals (except for guide dogs) are allowed on school property.
10. Skateboards, motorcycles, motor-driven bicycles or scooters, snowmobiles, all-terrain vehicles, or motor carts and other like equipment is strictly prohibited at all times.
11. No street shoes may be worn in the gymnasium for any activity.
12. Vehicle parking is allowed in designated areas only. Parking on grassy areas is strictly prohibited.
13. In the event of school closings due to weather &/or emergency situations the event will be canceled.
14. Cancellation notice must be received by the Facilities Management Office (819-3010) within 72 hours of the start of the event. If no cancellation notice is given, the higher of charges incurred by the District, or a flat fee of \$35 will be charged.
15. Smoking, gambling (in any form), intoxicants, illegal drugs, and/or possession of weapons is strictly prohibited.
16. The facility shall be left clean or cleaner than it was found.
17. Furniture & equipment may not be moved or used unless approved in advance and under school supervision. All student projects and student equipment will remain undisturbed.
18. Activity with open flames (such as a candle) is strictly prohibited.
19. Grand Rapids Public Schools is not responsible for the loss or damage of valuables or personal property.
20. The right to revoke a permit at any time is reserved by the Superintendent or her designee. Persons or group who fail to follow the rules/regulations established for building use shall be subject to forfeiture of all privileges of future use of school facilities.
21. All wages for assigned personnel will be charged using an hourly rate. Time and one-half and/or double time may be charged when appropriate.
22. Applicant/user may not transfer, sublet or charge a fee to others for use of school property.
23. Use of decorations is subject to approval in advance. If allowed, decorations must be fire-proof and erected and removed in a manner not destructive to school property. No use of staples, nails, or screws is allowed.
24. Requests for use of school owned furniture & equipment must be arranged in advance.
25. Food service personnel will be required when kitchen facilities are used.
26. A school custodian shall be on duty for the duration of the event.
27. Corridors, exits, stairways must be free of obstructions at all times.
28. Flyers, booklets or other printed materials related to the event/activity may not be distributed without prior permission.
29. No school building or grounds shall be used for commercial or personal gain.
30. No fund raising activity is permitted unless the proceeds (difference between income & expenses) are used for the benefit of Grand Rapids Public Schools or for an approved charitable educational, cultural, character building, or other community welfare purpose.
31. A written safety, security & evacuation plan must be in place prior to the event.
32. All fees must be paid prior to the event. If additional costs arise the applicant is responsible for all additional expenses.