

## REGULATIONS REGARDING APPROVED USES:

- A. The Board of Education or its representatives will have free access to all rooms at all times.
- B. The Board of Education reserves the first claim to the use of its own property. Cancellations may be ordered by school authorities with appropriate notice (a minimum of two (2) weeks is recommended). All permits are granted with this understanding. Whenever possible, alternative locations will be identified before cancellations are implemented.
- C. All student projects and all student equipment will remain undisturbed.
- D. Detailed arrangements for use of kitchen facilities will be made through the Supervisor of Food Services. Use of the kitchen or cafeteria must follow the established procedures for use of these facilities. A copy of procedures and charges will be furnished by Food Services.
- E. No activity shall be permitted in which open flames are used (e.g., candles, barbecue grills).
- F. Putting up decorations or scenery or moving of any furniture is prohibited unless special permission is granted. Fire and safety regulations will be followed.
- G. Under no circumstances will scenery or other property be stored in buildings except on a temporary basis and with the permission of the principal or administrator of the building involved.
- H. All electrical equipment and arrangements will be under the control of the school administrator or designee in each respective building.
- I. Smoking is prohibited in public school buildings or on school grounds.
- J. No alcoholic liquors or beverages will be brought to or consumed in the building or on the grounds.
- K. Organizations and residents using the facilities will be responsible for loss or damage to school property or equipment, including that belonging to students or school employees.
- L. Reassignment or sublet to any organization or residents by the group or organization who has secured use of the school property is prohibited and may result in cancellation of the contract.
- M. Borrowing or rental of school equipment may be permitted on a limited basis and with additional fees assessed by the school.
- N. Arrangements for additional furniture or special equipment are the responsibility of the scheduling organization or residents.
- O. All non-school related organizations and residents must provide a certificate of insurance naming the school district as an insured party with general liability coverage equal to \$1,000,000. This requirement may be waived for informal organizations and residents where the stated purpose of the use is of minimal risk, as determined by the Community Education Coordinator/Building Administrator.
- P. The billing form must be fully executed and fees must be paid, in accordance with these rules and regulations, before the scheduled use of facilities. Checks should be made payable to the Ann Arbor Public Schools and submitted to the Community Education office. The payment and lease forms must be received no later than two (2) weeks prior to the desired date of usage so that final approval can be granted. Organizations and residents using facilities who are not being charged a fee must also submit rental forms no later than two (2) weeks before use to obtain authorization. Long term rentals may be invoiced semi-annually.
- Q. Cancellation by organizations and residents must be made in writing no less than two (2) business days in advance of scheduled building use. Any organizations and residents not providing such advance notice will be held responsible for all charges. Notifications of cancellation will be made to the Community Education Coordinator/Building Administrator in writing.
- R. Any advertisement for an event in the schools must clearly and prominently state the sponsor of the event.
- S. Please be aware that many of our schools serve students with severe food allergies. Exposure to certain foods could be life threatening to someone who regularly uses that building. We require all building users to **honor the posted prohibitions** against certain foods. User groups have an obligation to notify their constituents and participants of prohibited foods. At no time should food be consumed outside of the cafeteria.