

Stockbridge Community Education

222 Western Ave, Stockbridge, MI 49285

(517) 710-4129

Use of School Facilities- Building Use Rules and Regulations

Supervision & Security:

- All activities must be under competent adult supervision approved by the Director of Community Education and the principal of the building involved.
- All minors are to remain in the same room with the supervising adult and are not allowed to roam the halls.
- All occupants in the building are always to be treated with respect (other attendees, coaches, school employees, students, etc).
- The responsible adult must confirm there are no others in the building upon departure.
- Rooms should be locked upon exiting the building and the alarm set if it was set upon entry.
- Confirm inside door handles are pulled up and check doors to make sure they are locked from the outside.
- When using the gym, make sure they outside door is locked. Check all doors in the breezeway to make sure they are locked.

Conditions/Cleanliness of rooms:

- User groups are expected to leave all rooms, furniture and restrooms in the condition and arrangement in which they were found.
- **All trash MUST be picked up and disposed of in an outside receptacle.**
- All bathrooms must be checked and stools flushed if necessary.
- Turn off all lights in the requested area. (i.e. classrooms, gym, locker rooms and restrooms).

Damage and/or Property Loss:

- Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees.
- The school district will not be responsible for any loss of any valuables of pupils and/or employees.
- For Private gatherings, the user's homeowners insurance policy will be the first one tapped in the event of an accident.

Restrictions on Use:

- Approved users are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Director of Community Education and the building principal.
- A building use application must be filed (online or paper version) with the Community Education office one week prior to use to ensure that there are no scheduling conflicts.

Alcohol and Controlled

Substances:

- Alcohol and controlled substances will not be permitted in school facilities or on school property. Under no circumstances.

Closure Due to Weather:

- The board reserves the right to cancel activities when the school is closed due to inclement weather.

Opening of Offices:

- Buildings will normally be opened by a staff member for all weekend events and locked by that staff member. The staff member will be in the building during the time of the event in case of any questions.
- Buildings during the week will normally be opened one half hour before the scheduled program time and closed one half hour after the scheduled end of the program unless other arrangements are requested on the application and approved.
- Building custodians have been instructed that only in the case of extreme emergencies are offices to be opened. Groups are to use cell phones as no office or classroom phones will be available for use.

Enforcement of Rules:

- Responsibility for enforcement of rules and regulations concerning use of all school facilities rests with groups using the facilities.
- Permits to use a facility may be cancelled at any time when there is evidence that the rules and regulations outlined herein are being violated.
- Any infractions of the building use regulations herein may also be grounds for refusing to grant subsequent requests for the use of school facilities.