

MONROE-GREGG SCHOOL DISTRICT
Guidelines Governing Use of School Facilities

The schools of the Monroe-Gregg School District are designed and equipped primarily as educational facilities. The Board of Education, however, recognizes that many community groups within the School District may wish to use school facilities as a meeting place for large and small groups. School functions will always take precedence over outside activities.

The purpose of the guidelines is to assure that the use of facilities is consistent with the purpose of the basic educational program and to insure that the Monroe-Gregg School District is reimbursed for the financial obligations incurred as a result of facility usage.

The following guidelines shall be observed during building use. Requests for facility use must be submitted at least 5 working days before the requested date. Approval for usage will not be granted more than 90 days prior to date requested except in special circumstances such as class reunions where long term planning is necessary.

Effective February 1, 2010: There will be no facility use on Sundays

1. All groups or persons using facilities must file the appropriate application with the Administration Office.
2. Facilities shall not be used by outside profit-making groups or persons who receive financial gain from the activity conducted unless approved by the School Board.
3. Special permission of the Board of Education must, if deemed necessary by the administration, be secured to rent facilities to organizations with headquarters and/or membership outside the geographic limits of the Monroe-Gregg School District.
4. Rental of facilities to organizations shall not interfere with school activities.
5. The applicant or his/her organization shall be responsible personally for the use of the buildings and property. The coach/organization representative shall be personally responsible for all participating children at all times during the event from the time the child arrives until he/she has left the premises. A supervising adult will be present at all times. The coach/organization representative shall not leave the facilities until all participants and/or member of the audience have left the School District property.
6. Property damage, theft, or loss of supplies and equipment from the occupancy of any portion of the building shall be charged against the applicant. All equipment shall be returned to the original location.

7. The Monroe-Gregg School District and its employees shall not be responsible for damage to or loss of property upon school premises assigned by the applicant, participant in a program or patron of any program held on school property.
8. The use of tobacco, possession or use of alcohol, and/or drugs as well as gambling in school buildings, the surrounding campus areas or on property secured by the Monroe-Gregg School District is strictly prohibited.
9. Adequate custodial and supervisory personnel may be scheduled by the Superintendent during building use to assure that the facilities and equipment are properly maintained and utilized. The hiring of custodial services is required for weekend building rental and for the use of Hall School.
10. When school kitchens are used, a designated school employee must be present to supervise the use of Corporation food service equipment.
11. The school district does not provide special equipment such as picture projectors, public address systems, electronic equipment or audiovisual equipment.
12. No signs, displays, or materials may be attached to or nailed against walls, windows, woodwork, blinds, draperies, grounds, or driveways without written approval.
13. The activities of the rental group must be restricted to the area of the building indicated on the application/contract.
14. Established parking areas shall be used by all vehicles. At no time shall areas that are in grass, shrubs, etc., be used for parking except with approval.
15. Monroe-Gregg School District reserves the right to cancel with or without notice, for any reason, any and all facility use.
16. It shall be the responsibility of the organizations renting or using the facility to provide the Office of the Superintendent with a certificate of insurance for liability. This certificate must be on file with the Administration Center **prior to** use of the facilities.
17. It shall be the responsibility of the organizational parties utilizing the facilities to obtain any and all permits of approval from state and local agencies pertinent to the event.
18. All applicants for use of the facilities shall hold the Monroe-Gregg School District free and without harm, from any loss or damage, or expense that may arise during or be caused in any way by such use or occupancy of the Monroe-Gregg School District facilities. In the event that property loss or damage is incurred during such use of occupancy of School District facilities, a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
19. All rights for operation of concession stands may be reserved by the district.

20. No food or drinks allowed in any facility unless requested and approved on the rental application.
21. Any individual, classes, or groups using the facilities are to take full responsibility for general clean up. A custodial fee will be assessed for all clean-up required outside the normal custodial work hours.
22. Employees may use the facilities for camps and related activities if the activity is nonprofit making and for Monrovia students. The athletic director, building principal, and the superintendent must approve these activities. The Board of Education must approve the activity when the activity involves non-Monrovia residents.
23. This agreement is not transferable. Only the organization appearing on the application has the right to use the facility.
24. The facility is to be used only for the purposes stated on the agreement. The use of district grounds and facilities shall not be granted for private social functions.
25. A deposit of 50% of the estimated rental cost may be required prior to the usage date.
26. Failure to comply with these rules and regulations will be sufficient reason to cancel or deny future use of district facilities or grounds.

****The above rules and regulations will apply to all Community based groups such as; Monrovia Youth Sports Programs, PTO, Band Boosters and Athletic Boosters, etc. with the exception of the rental/usage fee. Community programs provided for children of the Monroe-Gregg School District shall be charged only a custodian fee for clean-up required outside the normal custodial work hours. Rental and energy costs will be waived unless deemed necessary by the Administration.***

For all other requests, please refer to the following fee schedule.

Lab Room	\$50 + 25 EF
Class Room	\$25 + 20 EF
Cafeteria	\$50 + 30 EF
Gymnasium	\$75 + 30 EF
Outdoor Facility	\$50 + 30 EF (if the lights are used)
Monrovia Youth and Community Organizations	\$25 per hour for Custodial Expenses

*Additional personnel costs will be charged as needed

*EF: Energy Fee