

SCHOOL DISTRICT OF RIB LAKE

830-Rule

CONDITIONS FOR USE OF SCHOOL FACILITIES

1. Requests for Permits

- a. All non-school requests for permits to use District facilities will be made on forms provided by the school and available from the building principals.
 - b. Requests for permits shall be submitted to the building principal's office at least seven days prior to the event. Reasonable exceptions will be considered.
2. A permit is not transferable. If the event is canceled, the user should notify the principal's office at least 48 hours in advance of the date reserved.
 3. Prior to use of school facilities, the user should review the use requirements with the building principal.
 4. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated on the permit. It does not include any other time(s) for preparation or rehearsal, unless specified in the permit.
 5. The District Administrator has the prerogative to cancel the use of facilities even after the permit has been issued if the facility is needed for a school educational program.
 6. The use of school space does not include the use of school equipment unless specifically permitted by the principal. The use of school equipment when and where required, must be by qualified personnel. The principal will determine the cost of equipment use.
 7. Access to the facilities and the closing of the facilities will be decided by the building principal. If a school employee provides this service, he/she will be compensated at his/her normal rate when outside his/her workday.

APPROVED: October 17, 1996

REVISED: July 11, 2002