

## AUDITORIUM RENTAL GUIDELINES

Groups or persons will not be granted use of the facility when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

- A. The use of public school facilities for commercial or private profit is prohibited except by not-for-profit organizations. This is not to exclude the use of school facilities by local commercial organizations for meetings limited to personnel of the local organization or for meetings of a public service nature. This rule shall not be construed to prohibit the use of the auditorium for programs within the performing arts field.
- B. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- C. Use of tobacco is prohibited on all school property. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.
- E. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- F. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- G. A school custodian shall be on duty whenever a facility is being used. The custodian's overtime, including clean-up time, will be charged at the appropriate rate as indicated on the application. The custodian will be responsible for seeing that the facility or facilities are left in good order after the activity is over.
- H. Arrangements as to the time the users will get into the building and the time the doors will be opened must be made in advance on the application and approved by the Superintendent and/or the building administrator.
- I. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator.
- J. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- K. Use of stages, furniture, and equipment must be arranged for in advance. Custodial services are required and will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment.
- L. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used. Material must be approved by the building supervisor or a designee.
- M. At no time shall food or refreshments of any kind be carried into the auditorium proper. All food and refreshments must be dispensed and consumed only in those areas designated for this purpose.
- N. Sidewalks, corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- O. The Corporation will not be responsible for any loss of valuables or personal property.

- P. In case the auditorium or any part thereof shall be destroyed or damaged by fire or by any other cause, or if the casualty or unforeseen occurrence shall render the fulfillment of the contract by the school impossible, the said school shall not in any case be held liable or responsible to the sponsor for any damage caused thereby.
- Q. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.
- R. The Board of School Trustees along with North Judson-San Pierre School Corporation assumes no responsibility whatsoever for any property brought on the premises by the sponsor and the Board of School Trustees along with the North Judson-San Pierre School Corporation hereby expressly is relieved and discharged from any and all liability for any loss, damage, or destruction of property that may be sustained by the sponsor in connection with any service to be carried out under the terms of this agreement.

School facilities are not intended to be used as a replacement for regular meeting places of churches and private parties. However, occasional use of school facilities by such groups may be approved.

The utilization of school facilities is subject to rental policies as detailed and school personnel charged with the responsibility of supervision and care of the rented facilities shall reserve the right to have access to any area of the facility in execution of their assigned responsibility.

If you have an event that is scheduled for times other than “normal operating school hours” be aware that if inclement weather should occur before or during your event that would require snow removal of sidewalks or parking lots, the user will be responsible for the costs of snow removal and employee time. The Superintendent or building administrator shall reserve the right to cancel the event due to impending adverse weather conditions.

Acknowledgement of Receipt:

North Judson-San Pierre School Corporation  
Auditorium Rental Guidelines

My signature below acknowledges that I have read and received a copy of the North Judson-San Pierre School Corporation Auditorium Rental Guidelines.

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Signature

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Date