

**Brecksville-Broadview Heights City School District
Building Use Rules and Regulations**

All persons or groups must follow all policies and regulations or forfeit their privilege to use school district facilities in the future.

1. No smoking, use of tobacco products, alcoholic beverages, or narcotics is permitted in school buildings or on school grounds.
2. Decorations, scenery, or moving of furniture must be approved prior to confirmation.
3. All items sold, distributed, exhibited or displayed must be approved prior to confirmation.
4. The Board of Education is not responsible for items left on the premises after an event.
5. Designated district personnel will be responsible for the operation of all stage, auditorium and electronic equipment. **NO** school district machines/equipment may be used without prior authorization.
6. Designated district personnel will be present and have free access to all rooms at all times.
7. The applicant agrees to be responsible for any damage as judged by the district representative that has occurred to the facility or grounds during the applicant's use.
8. Each applicant must assign an adult sponsor who will insure proper conduct, that only members of the approved group will be admitted, and that all will remain in the area assigned.
9. Events having 400 or more attending require parking attendants.
10. Non-marking gym shoes are required in all gymnasiums.
11. The Board of Education will not be held liable for injuries sustained by any person or to any property.
12. Facility use during off-school hours shall not conflict with cleaning & renovation schedules.
13. **Non-School District affiliated groups** are required to provide a **Certificate of Insurance to accompany application** with the following minimum requirements:
 - a. Commercial General Liability coverage, providing "public liability".
 - b. Limits of not less than \$1,000,000.
 - c. Brecksville-Broadview Heights City School District named as an additional insured.

Application Procedures:

1. Requests must be submitted at least five (5) days in advance of the activity and approved by the Director of Business Services.
2. The Director of Business Services has the right to make exceptions to these rules and regulations, including denying any group the privilege of using the facilities.
3. Conflicts in scheduling will be the responsibility of the Director of Business Services.

These groups will be allowed facility use in the following priority:

1. School sponsored/related activities, associations directly related to school groups (i.e. PSO, Boosters), organized youth-oriented groups within the Brecksville-Broadview Heights City School District (i.e. scouts, City recreational leagues), City government groups (i.e. CERT, civil service). *The above groups will not normally be charged a fee (the exception will be an hourly fee charged for the use of all gymnasiums) unless they are conducting an activity that will require extra expense to the district (i.e. custodial overtime).*
2. Community, Church and other non-profit groups within the Brecksville-Broadview Heights City School District. A minimum hourly fee will be charged to these groups.
3. Businesses, enterprises, and industries not included in #2 and all organizations and/or groups located outside the cities of Brecksville or Broadview Heights will be assessed a fee (see fee schedule) for the use of the facilities.

Applicants Signature (indicates agreement to the above Facility Rules and Regulations)

Date