

COMMUNITY RELATIONS **1000**

COMMUNITY USE OF SCHOOL FACILITIES 1200

Community Use of School Facilities Rental Process 1202

1. Building Rental Application/Contract for School Facilities forms shall be obtained from the Business Manager. A clearance for the use of the building in the event of an emergency obtained from the Principal of the school and the Superintendent.
2. The school facilities will not be available to outside organizations without the approval of the Business Manager according to Committee Guidelines.
3. The school facilities must be left clean and orderly. The renter is responsible for any damage incurred by its use of the school property.
4. No flammable materials shall be used as decoration. No nails, screws, thumbtacks, or damaging instruments shall be applied to plaster, cinder block or permanent woodwork of the school building. No hazardous materials or pyrotechnics may be allowed in buildings at any time.
5. No smoking will be permitted in the building or on school grounds at any time.
6. The use of intoxicants shall not be permitted under any circumstances. No food or drink will be allowed in the gymnasium or auditorium at any time.
7. The rental charge for the use of school facilities is contained within the rental contract.
8. The Business Manager shall have the responsibility for determining the amount of service help necessary for any rental.
9. All rentals will be reviewed and charges will be determined on an Individual basis within the best interest of the Melrose Public Schools and at the discretion of the Business Manager.

See Appendix Building Rental Application/Contract and Melrose Public Schools Facilities Rental Policy.