

RULES AND

REGULATIONS GOVERNING USE OF SCHOOL BUILDINGS

APPLICATION PROCEDURE

1. Application must be filed two weeks in advance at the school where facilities are requested. These forms may be obtained at any school or at the Administration Building or online at www.phasd.us.
2. The application must be signed by someone who will assume responsibility for the group and is 21 years of age or older.
3. Buildings are not to be used for private parties or activities, which result in personal or corporate gain.
4. Any permit covering the use of school property is subject to cancellation at any time by the Port Huron Schools. School activities will hold top priority and may cause cancellation of private bookings.

GENERAL RULES

1. A custodian (or staff member) shall be on duty whenever any part of a building is in use by a group. They are custodians of school property and should command the respect of all persons using the buildings.
2. A minimum of two hours of custodial fees will be charged for facilities used on Saturdays, Sundays and holidays. Custodial charges will start 15 minutes before and end 15 minutes after the scheduled activity. Additional time may be required to set up, take down and clean up after activities.
3. If kitchen facilities are to be used, a food service worker must be present.
4. Groups using school facilities have access only to the assigned rooms for the assigned times.
5. Smoking is strictly prohibited by anyone on any Port Huron Schools property.
6. All youth groups granted permission to use buildings must conform to the same building rules, which govern all school activities, such as NO SMOKING, NO DRINKING, ETC.
7. Proper supervision shall be provided by those to whom the accommodation is granted, including policy protection, if necessary, to ensure the protection of school property.
8. The group receiving the permit for use of the building shall be responsible for all damages or losses of school property.
9. In no case will alcoholic beverages be permitted on school property. No person(s) shall be permitted in a building that appears to be under the influence of intoxicants.
10. School equipment cannot be used unless special prior arrangements have been made for its use.
11. All plans for special decorations must be approved before the scheduled activity so that they conform to all fire regulations.
12. Physical education equipment is not included in the privilege to use a gym.
13. Gym shoes must be worn by all persons on the gymnasium floor for any type of play activity.
14. An applicant group may cancel its permit without cost or penalty providing the notice of cancellation is received at the building where the activity is to take place at least 24 hours prior to the group's scheduled use time. Any cost incurred prior to cancellation will be charged to the group cancelling the activity.
15. Invoices will be mailed as soon as possible following the activity. Prompt payment for services rendered is essential. Port Huron Schools reserves the right to refuse the issuing of future permits until payment for past services has been received.

LIABILITY INSURANCE

Except for approved school sponsored groups, all applicants must include a certificate of liability insurance naming the District as **"additional insured,"** of \$300,000 per person or \$1,000,000 per occasion, and property damage insurance in the amount of \$100,000. The District may accept an agreement to hold the District harmless from any and all claims and liabilities resulting from the use of the facility in lieu of the insurance coverage. The Executive Director of Operations and Innovation or the Superintendent shall make such decisions.