

**USE OF SCHOOL PROPERTY
(REGULATIONS)**

The physical plant of Perry Public Schools represents an investment of nearly five million dollars on the part of taxpayers of the district. It is therefore imperative that the use of these facilities be as judicious as possible.

1. School programs shall have privileged use of buildings and requests of school groups shall supersede requests of non-school groups. Any activity that is a regular part of the school program will be permitted use of facilities at no charge. A custodial fee may be charged if the regular custodian is not on duty.
2. School buildings may be used by any local well-established organization if there is no conflict with school activities and/or classes. The use of buildings must be in keeping with the general program of education and not for commercial purposes or personal profit. Buildings shall not be rented for Sunday or Wednesday evening programs and providing further that the rental or leasing will not be for more than three (3) consecutive nights. It is further provided that the Perry Board of Education and the administration reserves the right to have a final say in such leasing or renting of school facilities.

- A. Procedures for renting buildings: Organizations wishing to rent a school building must make application to the principal of the school. The required form must be completed and signed by the person responsible for the activity. The fee, based on the schedule which follows, must be paid in advance. The building custodian will open and close the building and must be responsible for general lighting, heating, and cooling. The custodian will also do cleaning necessitated by routine or normal use of the facility. Cleaning due to excessive litter and removal of non-school property is the responsibility of the group using the facility.

Stage lighting, movie projectors, follow spot and sound equipment are technical services which must be requested as needed. Users should contact the school principal with their specific request.

Routine, easily arranged settings will be made without charge.

More elaborate settings which require the presence of trained operators or time consuming arrangements are subject to a reasonable charge. The charges will be based on the specific requests. Users desiring to furnish their own operators may arrange for their training with the school principal. This may reduce the charges for technical services.

- B. General rules and regulations regarding use of buildings: Groups using the building must be personally supervised by a sufficient number of adult sponsors to insure orderly use of buildings and equipment. Food and drinks are never permitted in the auditorium proper. Food and drinks are restricted to the lobby and backstage areas. No smoking will be permitted.

The Perry school district is not to be held responsible for accidental injury incurred on school property during non-school use.

USE OF SCHOOL PROPERTY (REGULATIONS) (Cont.)

Smoking is never permitted in the auditorium proper. No nails or screws may be placed in the scenery, fixtures, floors, or walls except by school officials. The renting group will be held responsible for any damage to school property or equipment. All properties not belonging to the school are to be removed after the last performance or the next day before classes convene.

C. Daily Rental Rates

Perry School Auditorium	Admission Charged	\$70.00
	No Admission Charged	\$40.00
Junior High Cafeteria	Admission Charged	\$60.00
	No Admission Charged	\$35.00
Gymnasium (Athletic Events only)	Admission Charged	\$60.00
	No Admission Charged	\$35.00
Elementary Cafeteria	Admission Charged	\$60.00
	No Admission Charged	\$30.00
Stadium	Without the use of field lights	No Charge
	With use of field lights	\$10.00/hr.

Technical services with any of above facilities – as arranged with the school principal. User groups are asked to submit separate checks for rent, custodial fees, and technical services. Custodial fee is determined by the amount of service provided. Arrangements with the custodian must be finalized before the event. The cafeteria fee at the elementary and junior high school excludes kitchen privileges and the cafeteria equipment may not be used unless cafeteria workers are employed at the regular rate. Any organization requesting the use of the kitchen and cafeteria equipment will be required to employ a number of cooks dependent on the menu and/or the number of people to be served. Arrangements with the cafeteria manager must be finalized before the event. The Fair Labor Standards Act requires that cooks be paid premium pay of at least time and one-half the regular rate of pay for hours worked in excess of forty (40) per week. The school has no desire to compete with private enterprise, but in certain approved cases, meals may be served to non-profit groups at a regular per plate charge according to the approved schedule.

Rental of the auditorium does not normally include use of the band room. The band room is considered a separate facility and use of it must be specifically requested. Availability will be determined by the school principal and use is subject to his approval and stipulations. When the band room is used in conjunction with the auditorium, no additional rent will be charged. The band room will be heated as needed but will not be air-conditioned.