

Fraser Public Schools – Rules Governing the Use of Facilities

Use of school facilities will only be allowed with prior approval through the on-line application program. Requests for use of school facilities must be submitted at least ten (10) days before the proposed date.

1. All contracts are subject to review and cancellation by the Building Administrators or Operations & Maintenance Department as student events take priority. The review shall be based on the best interest of the students, community, and Fraser Public Schools.
2. During normal school hours no contracts will be issued for activities that would be incompatible with the instructional purposes or directly related activities of Fraser Public Schools.
3. A school employee shall be on duty whenever any interior part of a building is used.
4. Proper supervision shall be the responsibility of the group using the school facility. If necessary, police protection may be required to ensure protection of the school property and enforcement of these rules and regulations. Any additional cost shall be the responsibility of the user.
5. Decorations are permitted only with approval of the building administrator. Only materials acceptable to the fire marshal may be used. Under no circumstances are any materials to be used on floors or other parts of the buildings without the approval of the school employee on duty. Decorations shall be removed by user at the end of the event.
6. Applicant organizations or individuals shall provide sufficient, competent, adult supervision. The individual signing the building usage agreement must be eighteen years of age and will be attending the event and will be responsible for all damages to the building or grounds.
7. Do not block fire doors, means of egress or block or tamper with any fire protection apparatus.
8. To protect the community's investment, the District requires the following:
 - a. Return furniture and equipment to original locations
 - b. Leave school writing on white/chalk boards undisturbed
 - c. Erase whiteboards if vacant sections are used
 - d. Be respectful of a teacher's desk and materials
 - e. Materials and equipment in the area should be left undamaged
 - f. Clean up the area after use, including table tops and floors
 - g. Close windows and turn off lights upon leaving
 - h. Place all waste in the proper receptacle
9. If damage occurs, please report it promptly to the custodian on duty. Users are held responsible for damage. If no custodian is on duty please contact Operations and Maintenance at (586) 439-7114.
10. The user is not to use or operate any school equipment other than that specified in the contract.
11. Any furniture or equipment that needs to be moved should be done so by custodial staff only.
12. In case of medical or other emergency situations, please notify the custodian or building administrators on duty, and they will take a report of the incident.
13. Groups are responsible for providing all supplies and materials necessary.
14. If schools are closed due to bad weather, all scheduled building activities and outdoor facility use are also canceled. Consult a radio, TV or the District website for notification of cancellation.
15. No running or playing in hallways or restrooms. Do not open hallway lockers or enter open classrooms.

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16. The use of district telephones by user groups is prohibited unless prior approval is granted. If granted, the group agrees to reimburse the school district for any charges incurred.
17. Smoking in a school building or on school property is strictly prohibited by law (Section 333.12604).
18. Alcoholic beverages are not permitted on school property. Anyone who appears to be under the influence of alcohol will be denied access to a school facility.
19. Guns, weapons, or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Government law enforcement officers are exempt; private security guards are not exempt.)
20. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment is prohibited.
21. Commercial advertising is prohibited.
22. Sub-leasing or shared use is prohibited.
23. For Group 1 and 2 users, serving food or utilizing the kitchen facilities to the general public, the following must be arranged through the Food Service Manager.

A district food service employee must be present at all times when the kitchen is in use during the scheduled event including during set –up and clean-up time. This requirement maybe waived by the Director of Food Services. When serving food, whether utilizing the kitchen facilities or not one of the following options must be arranged through the Food Service Manager:

Option 1 A district food service employee must be present during their entire time (see above)

Option 2 A temporary Health Department License must be issued for the schedule event. The application must be applied for at least one week in advance of the event to the Health Department. The Director of Food Service should be contacted at least one month prior to the event for assistance.

For Group 3 and 4 users, all the above options and rules above are applicable plus the following additional option:

Option 3 Utilize the catered services of a licensed food service establishment without using the kitchen facilities.

For Option 2 and 3, Fraser Public Schools, must be named as an additional insured and indicating that the group has Products Liability endorsement on the policy.

The Fraser Public School District will attempt to satisfy all building use requests. However, due to scheduling conflicts it may become necessary to move your meeting location to another area within the school or school district.