

POLICIES RELATING TO THE USE OF BUILDINGS AND PROPERTIES

REGULATIONS IN REGARD TO USE OF BUILDINGS:

1. No function shall be carried on in the building without an adult in charge who is responsible for all actions of the participants and condition of the building.
2. Only prior scheduled facilities and equipment are to be used and other rooms shall be locked.
3. All facilities and equipment should be left in as good a condition as found. The cost of repairing or replacing damaged school property is the responsibility of the authorized representative.
4. The school office shall be kept locked.
5. **The participants will be expected to assist the custodians in the preparation and dismantling of facilities.**
6. It is suggested that a member of the sponsoring organization call and visit the school prior to the scheduled activity and finalize all plans.
7. All functions shall terminate no later than 8:45 p.m. unless special arrangements have been made.
8. Arrangements for all advance preparations, such as the use of kitchen, decorating, table setting, practice, program set-up, etc., must be made with the building principal.
9. Only school personnel will open and close buildings. The organization must make arrangements for services and compensation with the custodian.

10. USE OF GYM:

- a. Regular shoes are not to be worn on the floor unless it has been prepared for the activities.
- b. Bleachers shall be opened and closed only under the direct supervision of a custodian or coach.
- c. Gym equipment will not be loaned to non-school organizations.
- d. Only organizations approved by the administration shall have use of the gym.
Order of preference:
 1. Varsity/JV Athletics
 2. Middle School Athletics
 3. Napoleon Middle School Aged Groups
 4. Napoleon Elementary/Community Groups
 5. Other groups with Non-Napoleon students may reserve for a fee \$40/hr.
(Must show proof of liability insurance)
- e. Gym time may be requested as follows:
 1. Request for Gym time Sept- Dec. will be accepted beginning August 15th.
 2. Request for Gym time Jan-May will be accepted beginning December 1st.

NAPOLEON SCHOOL DISTRICT

Phone - 517-905-5703

FAX: 517-536-8005

APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDINGS

Rental Date(s) _____

Building & Room to be used _____

Date	Activity Time (Including Set Up)	to	Ending Time (Including Clean-up Time)
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____

Group Using Facilities _____

Arrangements made by _____

Name	Address	Phone No
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Adult in charge at time of function _____

Name	Address	Phone No.
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Purpose of Rental _____ Est. No. attending _____

PERSONNEL & EQUIPMENT REQUIRED:

Kitchen _____ Chairs _____ Bleachers _____ Shower Room _____

Other _____

As a representative of the applicant, the undersigned agrees to the use of the above-listed school facilities in accordance with the CONDITIONS OF RENTAL as stated on the reserve side of this Application.

Authorized Representative

Date: _____ For _____
Organization

Permission is hereby granted to the above-named group to use the facilities

NAPOLEON SCHOOL DISTRICT

By _____
School Representative

Used as scheduled