

COMMUNITY USE OF SCHOOLS **RENTAL GUIDELINES FOR SCHOOL DISTRICT 2**

PLEASE READ

IT IS THE RESPONSIBILITY OF THE MUNICIPALITY USING SCHOOL DISTRICT 2 FACILITIES UNDER A RECIPROCAL AGREEMENT TO PROVIDE THESE GUIDELINES TO ALL USERS.

ALL COMMUNITY USE IS CANCELLED ON HOLIDAYS, STORM DAYS AND PARENT TEACHER INTERVIEWS. IN INCLEMENT WEATHER CALL THE SNOW LINE - 856-7669.

- **ALL DISTRICT 2 SCHOOLS AND SCHOOL PROPERTIES ARE TOBACCO FREE.**
- The contact person associated with each group (provided by each municipality) is **most responsible** in the areas of supervision and security. This contact/supervisor/coach must be the **first person to arrive and the last person to leave** a school. Participants will not be granted entry to the building until this person arrives.
- The entrance door will be unlocked 15 minutes prior to the activity and remain unlocked for 15 minutes after start time, then locked for the remainder of the event. District 2 asks that volunteers be assigned to monitor hallways as well as the door for late arrivals.
- Only those who are participating in the activity and family are permitted admittance into the approved area of the school. Some events, however, may have audiences for which these same regulations apply. Movement is restricted to the primary rental area and may include use of the school change rooms, washrooms and fountain in the immediate area. People in other areas will be asked to leave. Unruly, unsupervised, disrespectful, or inappropriate behavior is unacceptable. Those involved will be asked to leave.
- **All outer footwear (goulashes or winter boots) must be left by the main doors in each school. Only appropriate, clean footwear is permitted in the gym/hallways by participants. (Participants WILL need to bring an extra pair of sneakers.) NO FORM OF SPRAY (FOR TRACTION PURPOSES) IS PERMITTED UNDER SNEAKERS.**
- **No food or drink is permitted in the gym or auditorium. Enforcement of this rule is the responsibility of the coach/supervisor in charge. Water bottles used by participants are permitted during games and are the responsibility of the coach.**
- The raising/lowering the basketball nets is the responsibility of the coach/supervisor; youth are NOT permitted to perform this task.

- **PLEASE ENSURE PARTICIPANTS DO NOT HANG ON THE BASKETBALL RIMS, RUN UP AND DOWN BLEACHERS OR CLIMB GYM/STAGE CURTAINS.**
- Only non-expendable equipment such as nets and standards are available to the group. **Use of school sporting equipment is not permitted.** Please provide your own balls, racquets, etc. **Arrangements for use of school clocks, sound systems, AV equipment, etc. must be made at least one week in advance.** Use of school time clocks for tournaments and games with teams from out of town **ONLY**. This use must have a designated clock operator(s) approved and trained to use the clock. (MKMBA to provide orientation meeting of proper usage of the clock.) 30 second clocks, even if available, will **NOT** be used.
- All external electrical or mechanical equipment or appliances brought in by any user group must have prior approval from the School District in order to conform to existing codes and regulations; i.e. fire marshal codes, etc.
- Absolutely no smoking, illegal drugs or liquor is allowed on school property at any time. The serving of alcohol is permitted with written consent **ONLY** by way of a liquor license. (receptions, etc.)
- Any emergency, damage or vandalism must be reported to **School District 2, the Manager of Facilities, Jacques Gervais 866-6935 or the Assistant Facilities Manager, Candace Scott 871-4833 within 24 hours**, followed by a written report. **All other enquiries must be directed to Linda Tower, Facilities Coordinator, 856-3425 or 856-0179.**
- Any organization or individual granted use of school property failing to abide by the terms of the rental agreement, especially those conditions having to do with supervision, care and responsibility for property and equipment, shall be denied further use of the property and equipment, until the District is satisfied that future use of the facilities will not be abused. The District reserves the right to terminate or cancel the use of its facilities at any time.
- **IN THE EVENT OF A FIRE ALARM, VACATE THE BUILDING IMMEDIATELY!**

Updated September, 2008

Linda Tower, Facilities Coordinator 856-3425; 856-0179

"We are a dedicated team providing the highest quality of professional service to support the delivery of quality education"

PLEASE SEE COMMUNITY USE OF SCHOOLS POLICY 407 ON SCHOOL DISTRICT 2 WEBSITE
www.district2.nbed.nb.ca