



RULES AND REGULATIONS FOR FACILITY USAGE

1. Outside organizations shall not restrict participation in any activity or event, taking place at a school facility because of an individual's race, religion, creed, sex, national origin or disability.
2. Riverside District 96 is not responsible for any personal injury or property damage of any nature resulting from access and use of the facilities.
3. The District requires that any incident or accident that occurs during use of the facilities be reported within 24 hours to the District Office.
4. A certificate of insurance **must be** submitted to the Special Projects Secretary prior to use of the facilities as follows:
 - a. Informal Groups (one-time use):
Insurance Minimums
 - i. Bodily injury: \$100,000 per occurrence
 - ii. Property Damage: \$50,000 per occurrence
 - iii. \$300,000 annual aggregate
 - iv. Riverside Public School District 96 should be named as the additional insured.
 - b. Formal Groups (recreation departments, little leagues, etc.):
Insurance Minimums
 - i. Bodily injury/Property Damage: \$500,000 combined single limit general liability coverage per occurrence
 - ii. Riverside Public School District 96 should be named as the additional insured.
5. Riverside District 96 reserves the right to postpone or cancel any activity in the event that it may interfere with any school function, the safety of the students or employees or affect any property or the liability of the Riverside District 96 facilities.
6. Fees:
 - a. Space rental fees vary from \$15 to \$100 per space and occurrence and will be communicated before approval.
 - b. A school custodian and/or district employee must be present during the activity or event. Custodial fees will be billed to your organization if they are required to be present on non-school attendance days. The custodial rates change based on the contractual rates set forth by the District. These rates are not available for your review until a specific custodian is assigned to your activity.
7. All persons or groups using school facilities are responsible for the proper supervision, control, and accommodation of persons attending the activity. Student groups arriving at the building without adult supervision will not be permitted to enter the building until such time as an adult supervisor is present.
8. Alcohol, tobacco products, illegal drugs and weapons are not allowed in any of the Riverside District 96 facilities.
9. Approved users and their participants must stay in their assigned areas at all times. Washrooms will be accessible to your group **ONLY** after the school day is over.
10. Food and beverages are allowed inside school building only if requested in advance and approved by the school's principal. The organization is responsible for cleanup of all areas used.
11. District 96 is a peanut free zone. Please do not bring any peanuts or products containing peanuts into requested room for use.
12. No activities will be scheduled after 10:00 PM.
13. School equipment may **not** be used without prior approval and training by a school representative. If approved, it is the responsibility of the user to safely and properly store the equipment they have been authorized to use. Training will be offered for any lighting/microphone uses in the auditoriums.
14. No decoration or other materials may be applied to walls, ceilings or floors that will mar, deface, or injure these surfaces. There will be absolutely no taping to any painted surface or floor surface.
15. Lighting effects employing actual fire are **not** to be used on school premises.
16. Participants in athletic activities must wear gym shoes.
17. The organization approved to use Riverside District 96 facilities or equipment agrees to assume responsibility for full compliance with these rules and regulations as part of the approval of their Facilities Use Application.