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 School District 96 is not responsible for any personal injury or property damage of any nature resulting from access and use of the facilities.
3. Riverside School District 96 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 prior to finalizing any facility usage request that stipulates $1,000,000 in general liability coverage per occurrence, and $2,000,000 in general aggregate coverage. IN addition, Riverside School District 96 shall be named as the additional insured.
5. Riverside School District 96 reserves the right to postpone or cancel any request 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 Riverside School District 96.
6. Rental fees vary from $15 to $100 per space and occurrence and will be shared with the requestor before approval.
7. A school custodian and/or district employee must be present during the activity or event. Custodial fees will be billed as part of your request if they are required to be present on non-school attendance days or outside of their regularly scheduled hours. The custodial rates are based on the contractual rates set forth in the negotiated agreement between the Riverside School District 96 Board of Education and Teamsters Local Union 700. These rates vary and therefore they will not be available until a specific custodian is assigned to your activity.
8. 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.
9. In accordance with Board Policy 8:30, alcohol, tobacco products, illegal drugs and weapons are not allowed in any of the Riverside District 96 facilities at any time.
10. 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.
11. Food and beverages are only allowed inside school facilities if requested and approved in advance through the facility usage request form.
12. Riverside School District 96 facilities are peanut free zones. Please do not bring any peanuts or products containing peanuts into requested spaces.
13. No activities will be approved after 10:00 p.m. All requests for usage must conclude by 10:00 p.m., including exiting of all participants and all clean up.
14. School equipment may not be used without prior approval by a school representative. Additional training may be required.. If approved, it is the responsibility of the user to safely and properly store the equipment they have been authorized to use.
15. 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.
16. Open flames are not permitted on school premises without express, written permission from the Superintendent or their designee.
17. Participants in athletic activities must wear appropriate footwear.
18. The applicant or organization approved to use Riverside School District 96 facilities and/or equipment agrees to assume full responsibility for compliance with these rules and regulations as part of the approval of their Facilities Usage Request.