

## **REGULATIONS GOVERNING USE OF SCHOOL FACILITIES & GROUNDS**

In order to provide for the efficient and judicious use of school facilities, the following regulations will apply to all who are approved to use the facilities or grounds of the Auburn Public Schools. All users of APS facilities and/or grounds agree and ensure that:

1. 25% of required fees shall be paid seven days in advance of use and the balance will be paid upon billing.
2. No unauthorized third party shall be granted permission to use the facility without approval from the Superintendent of Schools.
3. Participants shall not be restricted from participation for reasons of race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness, limited English proficiency and disability.
4. The representative(s) specified in the contract as responsible for school facilities shall be present at the scheduled event(s).
5. No signs, banners or pennants shall be erected without prior approval.
6. No school supplies shall be used. (paper, cleaning materials)
7. School Department equipment shall not be used (e.g. computers, copy machines, projection equipment) without the express approval of the Superintendent of Schools.
8. The number of attendees at any event shall not exceed that authorized capacity of the facility.
9. Vehicles of participants shall be parked only in the school parking lots.
10. Participants shall be restricted to the assigned area for which permission use was obtained.
11. Food and drink shall be restricted to authorized areas.
12. No nails, screws, hooks, or any fixture shall be attached to any part of the building.
13. There shall be no defacing or misuse of property.
14. Activities shall be orderly and when necessary in the opinion of the Auburn Public Schools, police will be hired to ensure public and property safety.
15. There shall be no smoking, use of tobacco or vaping in any school building or on school grounds.
16. No alcoholic beverages shall be served or consumed on school grounds.
17. Animals shall not be permitted inside buildings (except in the case of guide dogs) without express permission from the Superintendent of Schools.
18. Contracted time limits shall be observed and the building left in a neat and orderly condition. Reimbursement shall be made for damages during use.
19. User groups shall hold harmless and indemnify the Auburn Public Schools with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school property. User groups are required to produce a current certificate of insurance for each application for use of the facilities/grounds.
20. The user shall comply with all federal, state and local laws, regulations and licensing requirements, including but not limited to the Americans with Disabilities Act.