

BASIC RULES AND REGULATIONS FOR THE RENTAL
OF COLUMBIA SCHOOL FACILITIES

1. The group using the facility must show documentation that the Board will not be held legally liable for any activity so sponsored by the renting organization.
2. The organization which is using the facility shall be responsible for any damages to the facility while in use by said organization.
3. The organization or group using the school facility involving large numbers of people will be required to provide police protection both inside and/or outside of building at said group's expense.
4. No materials, refreshments, soft drinks, or similar items, are to be sold or distributed in school facilities unless permission has been granted in advance for these arrangements.
5. The use of tobacco in any form, possession and use of intoxicating drugs or gambling are prohibited in school facilities and on school grounds at all times.
6. All fire and safety guidelines of the state fire marshal and the local community's fire department will be followed by all groups at all times.
7. The rental of facilities will be subject to the supervision of a competent adult at all times.
8. No portable equipment belonging to the school will be used unless so specified in the rental agreement. A nominal fee will be charged for the use of said equipment where approved.
9. All persons using gymnasiums for athletic contests shall use the proper soled gymnasium shoes.
10. No one will be permitted in any building unless a custodian or representative of the Board of Education is on duty. A classified cook shall be on duty whenever there is a scheduled activity which will require the use of stove, steam table, or dishwasher.
11. There will be no nailing of anything into the floors, walls, or fixtures. In addition, there will be no painting of props at any time or in any part of the building by said organization.
12. Any fund-raising activity, unless the proceeds thereof are used for public school purposes, or for approved educational, charitable, or similar community welfare purposes, are restricted from the use of school facilities.
13. No school building or property shall be used for the carrying on of private business enterprises; i.e., those who engage in profit making enterprises with no services rendered to the students or monetary benefits to the school through the group or individual benevolence.
14. The Columbia Local Schools has a right to revoke a permit in the event that the provisions of the rental agreement are not met.

Adopted: June 20, 1990
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Reviewed: July 18, 2007

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