

**FRONTIER CENTRAL SCHOOL DISTRICT
FACILITY USE
RULES AND REGULATIONS**

It is the responsibility of the Board of Education to assure that the use of school buildings, equipment and grounds will at all times meet the regulations prescribed by the State Board of Regents, local Fire District, and health and sanitation regulations of the Board of Health.

Your assistance and cooperation in following the rules identified below will assist the Board in fulfilling their responsibility to the community. Please be aware that any group unable to comply with these rules may be assessed for damages that occur to District facilities during use or have their building use privileges suspended or discontinued.

All groups requesting the use of Frontier Central School District facilities must agree to the following conditions:

1. Alcoholic beverages are not permitted on school district property.
2. Smoking on school district property is not permitted.
3. Fighting or other violent acts are not permitted on school district property.
4. Any individual or group that damages school district property shall be responsible for all costs required for repair. Groups are responsible to report items damaged during use.
5. Groups are responsible to return the facility to the same safe condition in which they were found. This includes desks, chairs, audio visual equipment, and athletic facilities (pitching rubber and home plate on the baseball diamonds, volleyball nets, etc.) Nothing will be *removed* from any building at any time.
6. Groups are responsible to provide their own on-site supervision and shall remain with the group until all members have left. Participants should remain in the area that was approved for use on their building use form.
7. Groups that have not received proper authorization from the District to use District Facilities will not be permitted in/on school properties. Proper authorization includes a Board approved building use form.
8. A **Certificate of Insurance** must be obtained with the Frontier Central School District as the certificate holder on the sponsoring group's liability policy, along with this signed release from the group. In the description of operations box the following must be included:
 - a) The group name and activity
 - b) The school must be named as Additionally Insured on a primary and non-contributory basis by including the following statement: *"Frontier Central School District and its employees, interim administrators, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education are hereby named as Additional Insured."*

I _____ agree on behalf of the organization indicated below that all members and guests will observe the above regulations and that we, individually and as an organization will assume full financial responsibility for any and all damages done to Frontier Central School property. We also agree that our organization will at all times hereafter indemnify Frontier against any loss, damage or expense of any kind, which said school may sustain or incur as a result of the attached approved facility use by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Name of Group

Signature - Requesting Officer

Date

**FRONTIER CENTRAL SCHOOL DISTRICT
FACILITIES USE - GENERAL ANNOUNCEMENT**

GENERAL ANNOUNCEMENT

Directions: The group representative should make following general announcements to the group participants.

1.0 **Cancellation of Program**

In the event the building (or District) is closed due to some unforeseen circumstance (inclement weather, power failure etc.) your group will be unable to meet on that day. If school is cancelled on Friday, building use activities on Saturday and Sunday are also cancelled for that weekend.

Should this occur the District will make every effort to make a general announcement on the local radio stations as identified in the current school year calendar and back to school guide along with the district web site (www.frontier.wnyric.org). Please advise your participants should this situation arise.

2.0 **Fire Alarms**

If the fire alarm sounds while your group is present in the building all participants must leave the building immediately. Prior to the start of your activity the group representative should orientate themselves and participants to the nearest exit routes and the quickest means of egress. Remember to evacuate the school immediately when you hear the audible fire alarm!

3.0 **Safety Rules**

The safety and well being of building occupants is of the utmost importance to the Board of Education. Group representatives are required to inform all participants of the following items.

- 3.1 Designated parking areas.
- 3.2 Emergency exits and egress routes.
- 3.3 Construction activities and other "stay clear" areas in the buildings/grounds.
- 3.4 Adherence to all Facility Use Rules and Regulations.

I _____ acknowledge that I have received a copy of the General Announcement sheet, emergency exiting and designated parking area diagrams and agree to assume the full responsibility for notifying the participants of the _____ of these items.
Name of Group

Signature - Requesting Officer

Print Name

Date