



# facility reservations



## Conditions of Use

Reservation requests are subject to the rules and regulations of the Board of Education.  
Terms and Conditions as stated on your online facility request.

### DISTRICT POLICY

“Effective September 1, 1987, smoking and the use of tobacco products shall be prohibited on school district property. This shall include school building, grounds, and school-owned vehicles.”

### CONDITIONS OF USE

- The School District reserves the right to cancel or change date in the event the facilities are needed for school and/or Community Education activities.
- **All** accidents must be reported to Community Education at 328-4008 within 24 hours.
- Use of alcoholic beverages and smoking are prohibited. Use of “open flame” or candles is not permitted except in designated areas.
- If additional set-up/cleaning is needed, an engineer/custodian will be assigned at additional cost.
- Neither food nor beverages are permitted in gym, auditorium, pool area, or computer areas.
- Rooms and equipment are to be left the way you found them.
- Children must be supervised at all times and stay in the area reserved.
- **All** damages must be reported to the site facilitator or custodian.
- Cancellations need to be received 72 hours prior to scheduled event.

The School Board of Independent School District 535 in scheduling the use of school facilities has established the following criteria. Each request will be evaluated based on the following:

1. Educational functions of the school
2. Public school-related activities
3. Public school-related organizations
4. Rochester Park and Recreation Department
5. Non-educational activities and organizations

**REMINDER: PLEASE LEAVE THE ROOM AND EQUIPMENT THE WAY YOU FOUND THEM!  
THE DISTRICT DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN ITEMS.**

