

Gobles Public Schools Facility Use

CONDITIONS FOR FACILITY USE BY NON-SCHOOL GROUPS AND ORGANIZATIONS

Under provisions of Gobles Board of Education Policy 7510 non-school groups may use school district facilities.

A Facility Use Fee Schedule has been established. Copies of this fee schedule are available upon request. A school activity can and will have priority over all other facility uses. Cancellations will be made as soon as possible if a conflict exists.

The Facility Use Form must be completed two weeks before the activity is to take place or they will be denied. Approval is not official until all parties have signed the form.

Specific conditions include the following:

1. Use will only be for the date and times stated on the request form. This cannot be changed by anyone other than the Director or Superintendent.
2. At no time are alcoholic beverages, smoking, or other controlled substances to be used on school property.
3. The group or organization along with the person in charge will be responsible for any damage to school facilities or equipment. [In lieu of a building service worker on duty, the school person in charge is responsible for building security.]
4. A cancellation notice must be received in the Operations Office at least 24 hours prior to a scheduled activity or the scheduled fee will be charged.
5. Only facility and equipment listed on the approved Facility Use Form can be used. Any changes must be approved by the Director or Superintendent prior to use.
6. Scheduled fees should be paid prior to the date of the activity and, in no case, later than 14 days after the completion of the activity. All required deposits must be paid prior to the activity.
7. Use of our facilities in which a business enterprise is involved must have approval by the Board of Education. Board meetings are held on the second Monday of each month.
8. Non-school sanctioned groups, organizations, or activities may not use school facilities any day that school is not in session. This includes when school is closed due to inclement weather, school calendar, or vacation periods.
9. False information or failure to abide by these conditions will void the Facility Use Form.