

Delano ISD No. 879  
Procedures/Expectations for Facility Users

All facility users must abide by the District policy #902, "Use of School District Facilities and Equipment" and all other district policies. This document summarizes expectations and procedures that pertain to policy 902.

All facility users:

1. All facility users must have received a permit for use of school facilities from the Activity Center Office prior (preferably 2 weeks) to the date of the scheduled use.
2. Facility users who do not have a permit and who are not on the building schedule will not be allowed to enter or use school district facilities.
3. ISD No. 879 is not responsible for personal injury of any participants or spectators.
4. Non-school groups using school facilities must provide competent, adult supervisors (21 years or older) for all activities during the entire time the group is present and must be responsible for the general behavior of all persons involved (including spectators and participants) in the activity.
5. The group supervisor will be held responsible for compliance with rules, general behavior and safety, and school district policies.
6. Groups using school district facilities must abide by all school policies, **including the prohibition of tobacco, alcohol, and other drugs.**
7. Users must agree to reimburse the school district for any loss of or damage to facilities or equipment. Group leaders must report any losses or damages to the Activity Center office (763-972-3365 ext. 2129) immediately on the next business day. Please also report any special cleaning needs (e.g. spills, accidents, glass breakage).
8. Promotional materials for non-school sponsored activities must clearly identify the name and contact information of the sponsoring group. Printed promotional materials and media announcements must include the following disclaimer: "This activity/event is *not* sponsored by ISD #879."
9. If proper arrangements are made and permission granted by the appropriate administrators, school equipment (such as risers, chairs, and audio-visual equipment) may be used by district residents. Equipment must be requested at the time the facility usage application is made. If arrangements were not made in advance, the custodial staff will not allow equipment use.
10. The permit allows the group to use only the designated space and the closest restrooms and drinking fountain.

Youth Athletic Groups:

1. Do not walk on the basketball courts in street shoes.
2. Clean up trash left in the space where the event is being held, including the bleachers or seating areas.
3. All children should be supervised at all times by an adult coach or parent. It is essential that all children remain with their parents or supervisors in the gym space where the event is being held and must not be allowed to run around in the building. Horseplay in hallways is not permitted and may affect future facilities use.
4. No running or bouncing balls in the hallways.
5. All teams must bring their own equipment unless arrangements are made in advance to use school equipment. Players and participants are not permitted to enter gym storage areas.
6. Groups must provide their own first aid supplies.

All youth organizations:

1. Coaches and supervisors must wait until all students have been picked up before leaving the building. Parents should be respectful of the coaches/ supervisors' time by picking their child up promptly upon an event's completion.
2. Coaches and supervisors should periodically check the restrooms and monitor the halls.
3. It is Activity Center Policy that children 0-8 must be supervised by an adult at all times, and that children ages 9-12 must have an adult with them in the building.

Classrooms:

1. Only use empty space on chalkboards and whiteboards. Erase and clean area of the board that you used when finished.
2. Do not erase any information already written on the board by the classroom teacher.
3. Provide your own supplies (pens, markers, etc.). When using white boards, use dry erase markers only.
4. The teacher's desk is off limits. Please respect these professional's work space.
5. Computers in the room are off limits (unless prior arrangements are made with Community Education to use computers).
6. If you rearrange desks, tables, chairs, or other classroom fixtures, please return them to their original position after use.