

1 **St. Regis School District**

2  
3 **COMMUNITY RELATIONS**

4330P  
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4  
5 General Procedures and Regulations for Building Use

- 6  
7 1. Applications to use school facilities will be made with the high school/administrative  
8 secretary, with approval by a District administrator.  
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- 10 2. Administrators will be responsible for coordinating use of facilities and notification of  
11 appropriate staff members.  
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- 13 3. If possible, an administrator or other responsible staff member will be available to  
14 provide access, assistance, and supervision. The sponsoring group or organization will  
15 designate a contact person at the time of request. The presence of a member of the  
16 kitchen staff may be required to use the kitchen, but each situation will be evaluated on an  
17 individual basis to determine whether a member of the kitchen staff need be present. If it  
18 is determined a member of the kitchen staff is required, the organization using the kitchen  
19 may be responsible for remuneration of the staff member present. Kitchen staff members  
20 may not donate their time to functions occurring outside their regularly scheduled  
21 working hours (from an opinion issued by the Montana Attorney General).  
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- 23 4. The responsible party must list equipment or utensils needed from the kitchen, on the use  
24 agreement form provided by the office or kitchen supervisor.  
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- 26 5. Alcoholic beverages and illicit drugs will not be permitted in school facilities or on  
27 school property at any time.  
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- 29 6. Use of tobacco products is prohibited in school buildings at all times.  
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- 31 7. All applicants for use of District facilities or resources will hold the District free and  
32 without harm from any loss or damage liability or expense which may arise during or be  
33 caused by such use or occupancy of District facilities or resources. The amount of  
34 damage will be decided by the Superintendent and approved by the Board, and a bill for  
35 damages presented to the group using or occupying the facilities or resources during the  
36 time the loss or damage was sustained.  
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- 38 8. Failure to pay damages or to abide by the rules of this policy may result in denial of future  
39 use of facilities or resources.  
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- 41 9. Under no circumstances will electrical or heating controls be tampered with.  
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- 43 10. In general, service from custodial staff will be limited to providing access to the building,  
44 advice concerning facilities or resources to be used, and securing facilities after the group  
45 has left.

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11. Arrangements for use of special equipment and other special requests should be made with the administrator, when the Facilities/Resource Use Agreement is filed.
12. If a key is issued for access to a facility, the key should be returned to the school at the earliest possible convenience.
13. The application form will be made out in duplicate, with the applicant receiving one (1) copy and the administrator approving the request keeping the other copy.
14. Failure to abide by any of the above regulations may result in denial of future requests to use District facilities/resources.

Procedure History:

Promulgated on: March 8, 2006

Revised on: