

**SOUTHFIELD PUBLIC SCHOOLS
GENERAL RULES FOR
COMMUNITY USE OF FACILITIES**

- 1. The Southfield Public Schools will determine when a custodian shall be on duty whenever any part of a building is in use by a group. They are custodians of school property and should command the respect of all persons using the building/facility.**
- 2. Groups using school facilities have access only to the assigned rooms for the assigned times. It is expected that rooms will be free of debris and tables cleared so that the room can easily be returned to its former state. A fee of \$250 will be assessed if it is determined by the district that excessive debris was left by the organization renting the building/facility.**
- 3. Smoking by anyone on school district property is prohibited.**
- 4. Proper supervision shall be provided by those to whom the accommodation is granted, including police protection, if necessary, to insure the protection of school property.**
- 5. The group receiving the permit for use of the building shall be responsible for all damages or losses of school property.**
- 6. Alcoholic beverages or illegal drugs are prohibited on school property. No person appearing to be under the influence of alcohol or illegal drugs is allowed in a school building or on school property.**
- 7. School equipment, including physical education equipment, may be used only when special arrangements for its use is made and stated on the permit.**

- 8. All facilities will be used in accordance with normal school rules such as, but not limited to, gym shoes, swim caps etc.**
- 9. All plans for special decorations must be listed on the permit and approved by the building administrator. These decorations must be removed and discarded by the applicant.**

FIRE PREVENTION

- 1. The use of open flames such as lighted matches, candles etc. are forbidden. Electrical extensions and decorations must be flame-proofed.**
- 2. Decorations such as posters and banners require special permission. Flimsy decorations such as straw or leaves are never permitted. No paper lanterns or draped lamps are to be used. No paper grass leaves or shrubs are to be placed in contact with footlights. The placement of poster, banners etc. on drapes, curtains, walls or stage equipment requires special approval.**
- 3. Exits and stairways must be free, at all times, of obstructions. Exits are to be lighted when rooms are used. Persons may stand in an auditorium only behind the last row of seats, never in the aisles or exits.**