

Users of District facilities shall follow specified regulations:

1. The District shall have first priority on facility use and may cancel any agreement on any facility by giving notice 24 hours prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.

The District may also cancel an event with less than 24 hours notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility.

2. Any and all communications with the public by the user shall clearly identify the nature of the activity and the sponsoring organization.
3. Users must guarantee school officials that the activity is lawful, that behavior will be orderly, and that the users will pay for any damages due to their use of the premises or equipment.

Inaccurate or untruthful statements made in rental applications or contracts or violation(s) of rules and regulations for use of District facilities may result in permanent cancellation of the organization's use of District facilities.

4. After-school educational and/or child care programs shall be approved by the assigned District administrator and the school-based improvement committee.
5. Reservations for facilities will not be confirmed more than 90 days in advance except for ongoing programs or in exceptional circumstances.

Reservations for buildings or facilities must be requested at least 30 days in advance of use. The certificate of insurance must be presented to the District at least one week prior to use. Failure to provide insurance on time will result in immediate cancellation.

6. Rental of elementary classrooms will be permitted only with approval of the principal and the affected classroom teacher. Any requests for secondary classroom use will be evaluated based on availability and appropriateness.
7. School facilities may not be rented for use past 12:00 midnight.
8. The District will not alter facilities for the purpose of rental.
9. There shall be no Sunday rental of school facilities with the exception of early voting for county-administered elections,

Board-approved rental for places of worship, and academically centered educational programs.

10. The District employee assigned to open and close the building will be in charge of the building and will remain on duty for the entire period of activity. The employee will be paid only by the District.
11. No smoking or use of tobacco products is permitted in District buildings or on any District property.  
  
No alcoholic beverages or drugs of any type will be permitted in any District building or facility or on District grounds.
12. District facilities are not available for personal rental.
13. Extra charges will be assessed for equipment use other than tables and chairs (for example, piano and public address system).
14. Any equipment malfunction at the school will not automatically result in any refunds to the lessee.
15. An employee of the food and nutritional services department of the District must be present if the kitchen is used at any facility. City of Plano sanitation guidelines require the presence of a certified sanitation person when food is prepared/served in District facilities. Additional charges for this person will be billed to the organization.
16. A rental agreement must be signed by the primary user and total payment for all charges/deposits must be received at least one week prior to the date of facility use. Rental agreements are nontransferable.
17. Reciprocal arrangements may be made with other school districts for facility usage.
18. It shall be unlawful for any person to operate or drive a motor vehicle in and upon all city/District public parks and school playgrounds, including designated park sites and playgrounds situated within the city limits of the city of Plano, and within the District, except on paved roadways and parking areas specifically designed for motor vehicle traffic.

Exceptions may be permitted in special areas or parks specified by the director of parks and recreation or by the Superintendent of the District and designated by signs placed in areas to that effect.

19. School facilities may not be rented on school holidays except by long-term rental customers.
20. Gymnasium use shall be under the following guidelines:
  - a. District facilities used for youth sports will be scheduled by an authorized representative of the organization. Coaches for individual teams are not allowed to reserve District facilities.
  - b. School events have priority at all times and may cause rescheduling of practices and games. Every effort will be made to provide advance notice of any conflicts.
  - c. The scheduling organization is the responsible party. Scheduled times for usage should be respected and maintained. Concerns, complaints, and the like, regarding times and sites of practices/games should be handled by that organization, not the school District or the school principal.
  - d. Parents of team members should be advised that it is inappropriate to allow siblings of team members to be unsupervised at the practices or games.
  - e. All boys and girls should have adult supervision when they leave the gym to go to the restroom or for a drink.
  - f. No student may enter any area of the school except the gymnasium or restroom area. Basketballs and volleyballs should not be used except in the gymnasium area.
  - g. No food or drinks are allowed in the gymnasium building.
  - h. School custodians and other school staff shall be treated with respect and courtesy at all times.
  - i. School telephones are to be used for emergencies only and may be out of use for repair. Calling for parental pickups is not an emergency. Use of cellular phones by the team is suggested.
  - j. All bulletin boards, wall posters, permanent fixtures, furniture, or equipment shall be left undisturbed.

Failure to comply with gymnasium use rules may result in suspension of gymnasium use privileges.