

RULES AND REGULATIONS REGARDING THE USE OF SCHOOL FACILITIES

Permit holders **MUST** present their building permit each time the facility is used. Your permit is only for the room and dates listed on the permit. Using other areas of the building is prohibited. Do not share your space with any unauthorized persons.

Permit holders are responsible for making sure their group follows all Ritenour School District guidelines on masking and social distancing. The most current guidelines are attached. Should these guidelines change, the contact person for the permit will be notified via email.

All permits shall be subject to the approval of the Board of Education and may be canceled by the Board or Mike Smith, Director of Operations, at any time. The Board at no time surrenders its control of school property. School activities take precedence over other activities and therefore may countermand the use of facilities if in the best interest of the school.

For the safety of you and your group, exterior doors will be unlocked 15 minutes prior to the start of your scheduled time and locked 10 minutes past the starting time. Chaperons, attendants, scout leaders, etc. shall remain in the building until all persons in their group have left. Groups are asked to leave the property promptly after their permit use time is over. No loitering in the building or parking lots is permitted.

Permit holders are responsible for providing a **certificate of insurance**, payment of fees, condition of the premises, orderly conduct of activities, prevention of the use of drugs and alcohol in the buildings or on school grounds. In accordance with Missouri state law, Ritenour has been declared a smoke-free school district; no smoking is allowed anywhere on campus. This includes entrances and parking lots. No firearms or weapons are allowed anywhere on Ritenour property.

Permit holders responsible for supervision. Anyone involved with the activity must be supervised at all times to prevent inappropriate or dangerous behavior such as running through halls or on steps, leaving a mess in the room or restrooms, disturbing custodial staff, etc.

Access to Ritenour School District technology resources, networks and services are not included with permits. Facilities shall not be used at any time for activities involving gambling.

Principals are instructed to report damage or evidence of misuse of buildings to the Facilities Department. For your protection, notify a custodian immediately if you find the facilities damaged or if damage occurs while your group is using the facilities. **Use of cleats and hard balls are prohibited (soccer balls, softballs, hockey pucks, etc). SOFT NERF balls may be substituted. NO KICKBALL TYPE GAMES ALLOWED IN BUILDING.**

Folding partition doors can be dangerous to open or close. If you need a folding door adjusted, request a custodian to adjust it for you. If use of a kitchen area is required, arrangements must be made with Ritenour Food Service, 314-493-6095, prior to the event.

Fees are based on the number of times a month an organization is scheduled. To avoid fees for a date not used, contact Facilities, **at least 72 hours prior** to the cancellation. If the office has not been notified, the permit holder will be responsible for the charges.

When buildings are closed because of school holidays, conference dates, inclement weather, etc., **all outside activities are automatically canceled.** A copy of the school holiday schedule is attached. For those incidents where the district cancels your activity, you will be reimbursed at the end of the school year. Checks must be cashed within 90 days of issuance or they will be voided and you will forfeit your reimbursement.

INSURANCE REQUIREMENTS

The Board of Education requires each group wishing to use school facilities to supply the Facilities office with a copy of a certificate of insurance coverage for their group. **Certificate of Insurance is required - no waivers of liability will be accepted. Certificate Holder must be listed as Ritenour School District. Insurance certificates must be submitted before permits will be issued. YOU MAY NOT USE THE FACILITY UNTIL YOUR PERMIT HAS BEEN APPROVED AND PAID IN FULL.**

Additional information and forms may be found on our web site: www.ritenourschools.org under the Community tab, Facility Usage.

CHARGES

We accept cash, check or money order only. Sorry we are unable to accept credit cards.

Facility Use: \$52.50 per time slot for Adult Groups and Out of District Groups
\$6.75 per time slot for children groups

Custodial Overtime: \$24.50/hour

When appropriate 1-hour custodial set-up and 1- hour custodial clean up time will be added.

Availability:

Facilities are available Monday thru Thursday starting September 1st and ending May 15th.

**IN ORDER TO ACCOMMODATE AS MANY GROUPS AS POSSIBLE, TIME SLOTS WILL BE
6:30-8:00 p.m. OR 8:00-9:30 p.m.**

AVAILABLE BUILDINGS

Buder Elementary - Iveland Elementary - Kratz Elementary - Marion Elementary - Marvin Elementary - Wyland Elementary - Hoech Middle School - Ritenour Middle School

2021-2022 SCHOOL HOLIDAY AND CONFERENCE SCHEDULE

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| August 25 | First day of school |
| September 6 | Labor Day (School Buildings Closed) |
| October 5 | PreK-8 Evening Conferences |
| October 6 | High School Evening Conferences |
| October 7 | PreK-12 Evening Conferences |
| November 24-26 | Thanksgiving Holiday (School Buildings Closed) |
| December 22-31 | Winter Break (School Buildings Closed) |
| January 1-3 | Winter Break (School Buildings Closed) |
| January 17 | MLK Day (School Buildings Closed) |
| February 21 | Presidents' Day (School Buildings Closed) |
| March 14 | High School Evening Conferences |
| March 15 | PreK-8 Evening Conferences |
| March 16 | PreK-12 Evening Conferences |
| March 21-25 | Spring Break (School Buildings Closed) |
| May 26 | Last Day of School |