

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 for the room and dates listed. Using other areas of the building is prohibited. Do not share your space with unauthorized persons.

All permits shall be subject to the approval of the Board of Education and may be canceled by the Board or the Assistant to the Superintendent, Mike Wieland. 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.

Organizations receiving permits 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 alcoholic beverages in the buildings or on school grounds. Ritenour has been declared a smoke-free school district; no smoking is allowed anywhere on campus.

Organizations receiving permits are responsible for supervision. Children must be supervised at all times to prevent inappropriate or dangerous behavior such as running through halls or on steps, leaving restrooms messy, disturbing custodial staff, etc.

Facilities shall not be used at any time for activities involving gambling. Access to Ritenour School District technology resources, networks and services are not included. Chaperons, attendants, scout leaders, etc. shall remain in the building until all persons in their group have left.

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 with other debris, or if damage occurs while your group is using the facilities. **All 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 doors can be dangerous to open or close. For this reason, if you need a folding door adjusted, request a custodian to adjust it for you. If use of a kitchen area is required for cooking or heating food, arrangements must be made with Ritenour Food Service, 314-493-6095.

Charges are based on the number of times a month an organization is scheduled. To avoid charges for a date not used, contact Lynn Spurgeon, Facilities, **at least 48 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 on the back of these rules. 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. Insurance certificates must be submitted before permits will be issued.**

Additional forms may be found on our web site: www.ritenour.k12.mo.us

CHARGES

Facility Use: **\$35.00**/hour Adult Groups and Out of District Groups
 \$4.50 each 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.

Facilities Available for 2015/16

The buildings that are available this year are listed below. They will be available Monday thru Thursday. **To accommodate as many groups as possible time slots will be broken down into two periods. 6:30 p.m. to 8:00 p.m. and 8:10 p.m. to 9:40 p.m.**

Buder Elem. - Iveland Elem - Kratz Elem. - Marion Elem. - Marvin Elem. - Wyland Elem. –
Hoech Middle - Ritenour Middle

2015 – 2016 SCHOOL HOLIDAY AND CONFERENCE SCHEDULE

August 17	First day of school
September 7	Labor Day NO SCHOOL/NO ACTIVITIES
September 22	PreK-12 Evening Conferences NO ACTIVITIES
September 24	PreK-12 Evening Conferences NO ACTIVITIES
September 25	PreK-12 Conferences AM – Teachers off PM NO SCHOOL/NO ACTIVITIES
October 16	Staff Development NO SCHOOL / NO ACTIVITIES
November 25-27	Thanksgiving NO SCHOOL/ NO ACTIVITIES
Dec. 21	PreK-12 Staff Development AM Teacher workday PM NO SCHOOL/NO ACTIVITIES
December 22-31	Winter Break NO SCHOOL/NO ACTIVITIES
January 1	New Year's Day NO SCHOOL/NO ACTIVITIES
January 4	School resumes
January 18	Martin Luther King Day NO SCHOOL/NO ACTIVITIES
February 12	Staff Development Day NO SCHOOL/NO ACTIVITIES
February 15	President's Day NO SCHOOL/ NO ACTIVITIES
March 22	Evening Conferences – PreK-12 NO ACTIVITIES
March 24	Evening Conferences – PreK-12 NO ACTIVITIES
March 19	Evening Conferences PreK-12 NO ACTIVITIES
March 25	PreK-12 Conferences AM - Teachers off PM - NO SCHOOL/NO ACTIVITIES
March 28-31	Spring Break NO SCHOOL/NO ACTIVITIES
April 1	Spring Break NO SCHOOL/NO ACTIVITIES
April 22	Staff Development NO SCHOOL/NO ACTIVITIES
May 30	Memorial Day NO SCHOOL/NO ACTIVITIES
June 8	LAST DAY OF SCHOOL