

ELK GROVE UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS CONDITIONS FOR USE OF FACILITIES

1. Accounting Personnel will calculate *estimated* fees in accordance with the current fee schedule. Amounts not paid to the Elk Grove Unified School District within 90 days will be sent to a collection agency.
2. The Risk Management Department will determine insurance requirements.
3. Registration and supervision of the facilities must be by a responsible adult (21 years of age or older.)
4. Tobacco products, alcohol and any controlled substances are not allowed on any District property.
5. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities.
6. No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designated for such purpose.
7. All users must provide their own supplies (i.e., easel, easel pad, marking pens, pencils, note paper, etc.).
8. Secretarial messengers and telephone services are not provided.
9. User must return the facility to its original arrangement and condition (chairs, tables and white boards).
10. Custodial staff will make periodic inspections of the facility and will interrupt to clean spillage of food and beverage as necessary. User will be charged for all custodial costs incurred.
11. Reservation is tentative until Application and Agreement for Use of Facilities form is properly completed. This cannot occur until an insurance certificate is provided, security deposit paid, and application form is approved by an *authorized* District-level official.

