

RULES AND REGULATIONS FOR USE OF THE PAUL SCHOOL MULTI-PURPOSE FACILITY DURING NON-SCHOOL HOURS

1. Requests for use of the Multi-Purpose Room are to be made at least 48 hours before the event. Forms are available in the Paul School office.
2. School Functions and Parks and Rec. will take precedence over other functions.
3. Any group desiring the use of the facilities for activities such as gymnastics, dancing, or theatrics, organization shall present a certificate of adequate liability insurance before use will be granted. All organizations must fill out the Hold Harmless form.
4. All activities, except dances, involving minor children must be supervised by an involved adult on a ratio of one adult for every ten children. That means that if there are eleven children playing basketball, for instance, there should be two adults in an immediate supervisory capacity. Please note that the activity must be appropriate. That means that whether sports or entertainment related, the activity may not in any way do damage to the facility. If school officials determine that the activity is not appropriate, they may deny usage of the facility.
5. There will be no skateboards, bicycles, or rollerblades in the school building.
6. All doors must be checked by the responsible adult supervisor upon completion of the activity, and immediately prior to leaving the building.
7. No use of the kitchen facility is permitted without a written request. The presence of a school food service management company employee is required. The request will show the time and date requested as well as the approximate numbers to be using the facility. Also, the group using the kitchen assumes financial responsibility. A \$15 fee associated with this service must be paid prior to use.
8. All food and drink will be confined to the lobby or the activity room, except if there is a dinner held. There will be signs clearly posted stating this.
9. Bathrooms will be closely and frequently monitored by one of the adult supervisors. Any damage noted before use must be noted, as well as any damage after use.
10. No one will be permitted on the stage, in the locker rooms, or through the doors leading to the stage or the locker rooms, unless the function being held requires the use of the stage or locker rooms. In this case, only those having business there will be permitted.
11. No one is allowed on the bleachers unless the bleachers are pulled out. No one is permitted to hang from the backboards, hoops, or supports.
12. Authorized areas of the Multi-Purpose facility include:
 - a. the gym, the lobby of the gym, the bathrooms in the lobby, and the hallway from the front door of the school to the lobby of the gym.

Mrs. Priscilla Colbath, Chairperson
Mrs. Judith Nason
Mrs. J. Lisbeth Olimpio
Mrs. Vivian Macedo
Mr. Stephen Brown

Adopted by the Board: 18 December 1991
Revised by the Board: 1 July 1992
Revised by the Board: 4 November 1998
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 23 April 2003
Revised by the Board: 3 October 2012

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- b. when specifically permitted, the kitchen and/or the activity room. All other areas are considered to be off limits, and violators may be asked to leave the premises. Chaperones must monitor the area to ensure compliance.
13. The user of the building should make arrangements with the school administration to access the building.
14. The penalty for non-conformity to the above rules may be the loss of the use of the Multi-Purpose room for a period of time (depending upon the seriousness of the violation). Any party who has been refused the use of the Multi-Purpose Room because of non-compliance with these rules will be required to appear before the School Board prior to being permitted to use the facility again.
15. Any use of the facility after hours when the custodian is normally in the building will be subject to a minimum fee of \$50.00 for cleaning. (This fee will be more if the activity room or the locker rooms are used). It is not expected that use will extend beyond 8:00 pm on school nights unless prior approval is received.
16. The School Board reserves the right to waive all or any portion of the custodial fees associated with the use of school facilities upon the receipt of a written request for fee waiver.

GUIDELINES FOR SCHOOL DANCES

1. Grade, not age, determines who may attend the dance. There will be exceptions.
2. Once a student enters the dance, he/she may not leave the dance without parental/guardian consent.
3. Once a student leaves the dance, he/she may not re-enter the building.
4. Only Paul School students are allowed to attend school dances unless a pass has been received from the office ahead of time.
5. There will be a minimum of three staff members, AND three parent chaperones.
6. There will be no food or drink in the gym.
7. No one is allowed on the bleachers unless the bleachers are pulled out.
8. No one is allowed to hang from backboards, hoops, or supports.
9. Curfew for dances is 9:30 pm, unless otherwise approved.
10. Students must be in school on the day of the dance to attend.

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