



GENERAL FACILITY RESERVATION GUIDELINES

1. All facility usage requests will be reviewed by the building administration or designee.
2. All requests must be submitted to the facilities coordinator at least 30 days in advanced of the desired dates.
3. All paperwork must be properly signed and on file with the Facilities Coordinator prior to using the facility.
4. Scheduling for the upcoming school year will be finalized on June 1.
5. All school requests for the upcoming school year submitted prior to June 1 will be scheduled according to the CPPS Activities Priority List.
6. School requests submitted prior to June 1 take priority over all non-school groups.
7. School requests submitted after June 1 will be reviewed by building administration. Comstock Park High School reserves the right to bump non-school groups when the facility is needed to support school related groups and/or operations.

ACTIVITIES CENTER GROUP PRIORITY LIST

- FIRST PRIORITY: High School Academic Events
- SECOND PRIORITY: High School Fine Arts Events
- THIRD PRIORITY: Middle School and Elementary Events
- FOURTH PRIORITY: CPPS Sponsored Athletics
- FIFTH PRIORITY: All other school sponsored groups
- SIXTH PRIORITY: School Affiliated Groups
- SEVENTH PRIORITY: Non-school Affiliated Groups

GYMNASIUM GROUP PRIORITY LIST

- FIRST PRIORITY: Building Level Academic Events
- SECOND PRIORITY: CPPS Sponsored Athletics
- THIRD PRIORITY: Building Level Fine Arts Events
- FOURTH PRIORITY: All Other District Sponsored Events
- FIFTH PRIORITY: School Affiliated Groups
- SEVENTH PRIORITY: Non-school Affiliated Groups

ALL OTHER FACILITIES GROUP PRIORITY LIST

AS DETERMINED BY BUILDING/DISTRICT ADMINISTRATION

_____ Group Representative Initials



USAGE GUIDELINES

1. All groups using the Activities Center must schedule a walk-through with the assigned Auditorium Coordinator for their event. The walk-through must occur at least 3 days prior to the event. The Auditorium Coordinator will determine equipment/additional fees at the time of this walk-through.
2. All groups must have a designated, responsible approved non-student adult in charge that will be present and take the total responsibility for management of the event to include protection of school property.
3. Only the rooms or designated areas granted in the original request shall be used.
4. All facilities are to be left in an orderly condition.
5. All users shall be financially liable for damages to the facility/property.
6. All activities shall terminate by 11pm unless specifically exempted by the building principal.
7. No liability of any kind or nature shall be borne by the district, any employee, officer, agent, board members individually or collectively, as a consequence of permitting access to the facilities.
8. All equipment will be used **ONLY** by trained school personnel or designee as approved by the auditorium coordinator or administration. **NO EXCEPTIONS!**
9. Only designated school staff shall be present in the auditorium during the process of opening or closing the seating system.
10. Groups renting the facilities shall be required to furnish, in advance, a certificate of liability insurance coverage as stated herein, naming the Comstock Park Public Schools, as an additional insured. In addition, a “hold harmless” clause absolving the district of any liability shall be signed by the appropriate officer of the group/organization. General Liability – \$1,000,000 per occurrence/day (Note: the District may require up to \$5,000,000 general liability insurance if deemed necessary).
11. The Auditorium Coordinator shall be present and on duty at all times when the Activities Center is in use.

GENERAL FACILITY RULES

1. No food or drink is allowed unless approved in advance by the administration.
2. There is no smoking on school property.
3. Disorderly conduct of any kind may be reported to the authorities.
4. Respect the facility and equipment.

STAGE RULES

1. All props must have a padded/protective layer on any surface that may touch the stage floor.
2. No nailing into the stage floor.
3. When rehearsing, students must not be in the auditorium space – they should remain on stage or backstage.
4. Students should be supervised by a responsible, non-student adult at all times.
5. No food or drink, including water, is to be on stage or back stage.
6. Absolutely no building or building materials on the stage.
7. Set and scenery removal must occur no later than 24 hours after the final performance. Additional charges will apply.

_____ Group Representative Initials