APPLICATION FOR RENTAL OF SBRHS FACILITIES

It is the policy of the Somerset Berkley Regional School Committee to welcome the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational, and social life of the community. The School Committee recognizes that the primary purpose of school facilities is to implement instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. While the Somerset Berkley Regional High School was established for the primary purposes of facilitating the instructional programs for our students, the building and surrounding outdoor facilities are available for use after regular school hours and weekends for many types of activities.

Under the direction of the Superintendent, the High School Administration will determine the eligibility and approval of the use of all school district facilities. The Superintendent and Business Manager must also approve all applications for facility usage. Programs and activities of users must be of a nature suitable for a public school, must be lawful, and must conform to all of the usage policies of the Somerset Berkley Regional School District (SBRSD). Organizations or institutions servicing 75% or more Somerset Berkley participants will have preference in rental of SBRSD facilities, including time of day and date of event. The SBRSD will not accept any advance payments from any group, organization, or institutions from outside the Towns of Somerset and/or Berkley in an attempt to circumvent the preference stated above.

The user of the facility will hold the SBRSD and its agents, representatives, members & employees harmless from all liability, claims, demands, damages, expenses, or costs of any nature whatsoever resulting from use of the premises. The user must have insurance to cover any personal and/or property claims resulting from the event. The user agrees to indemnify the District for any damages as a result of use of the facility by signing the facility use agreement. The SBRSD reserves the right to cancel any facility use agreement whenever such cancellation is advisable and in the best interest of the students, provided the administration will make reasonable efforts to accommodate events which have been booked in advance. The Superintendent is the final arbiter in regard to the fair and equitable implementation of this policy.

REGULATIONS GOVERNING FACILITY USE

1. Individuals or organizations interested in the use of a school facility must complete and sign the application included in this document to process the request.

2. No individuals or organization will be able to rent any school facility without completing and filing all relevant documents. Applicant must have their approved Facility Use Permit in their possession at the event, signed off by renter and school representative.

3. Payment for the rental of school facilities must be consistent with district guidelines. Waivers of rental fees or other requirements or restrictions in this policy will only be granted upon recommendation of the Superintendent or designee. This includes but is not limited to in-kind contributions made in lieu of rental fees.

4. A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Please see section on Liability and Insurance for requirements.
5. Rental of a school facility does not imply automatic access to the school’s equipment. Arrangements for the use of school equipment must be made at the time of application to rent. Use of this equipment requires the direct supervision of school personnel and the approval of the High School Administration or designee and must be specifically enumerated in the written agreement. The user is not entitled to use areas or equipment not specifically requested and approved in the Facility Use Application Form.

6. Arrangements must be made with the Police and Fire Departments for events involving 200 or more persons under the discretion of the Superintendent. The Police and Fire permit forms, and confirmation of the scheduled detail, must be completed and submitted to the High School within two (2) weeks prior to the event. Police and Firemen may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.

7. User groups must take reasonable steps to ensure orderly behavior. The use of the school facilities will require that a SBRSD designated personnel be present when the building is open. No one will be admitted to a school building before the arrival of an adult supervisor from the organization, nor will anyone be allowed to remain in the building without such supervision. The Administration or his/her designee will strictly enforce this regulation. The adult supervisor must be present at all times and is responsible for the actions of all participants and spectators. Behavior and discipline of those in attendance, including guests, are the responsibility of the organization or person obtaining the permission to use the facility or field. Security personnel have full authority to eject any or all persons disregarding any of the above regulations.

8. Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the Administration and approved by the Superintendent, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The SBRSD will not be responsible for any loss of valuables or personal property.

9. Refreshments may be served and consumed in the Student Dining Center and in Room 135 only. Any other areas must be approved in advance by the High School Administration. Refreshments are never allowed in the gymnasium, track and fields, tennis courts, Library Media Center or Performing Arts Center. If the serving of refreshments results in extra custodial time, the renter will be billed accordingly. Failure to abide by these restrictions could result in the loss of the privilege to rent the facility. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the SBRSD Student Dining Center staff will be necessary at user expense to supervise the kitchen. The District shall be reimbursed for these services at time and a half per hour of regular salary.

10. Renters are only allowed to be in the area specified in their rental agreement. Individuals of the organization are not allowed to roam the school facility during the period of the rental. All activities
must be under competent adult supervision approved by the Administration. Children attending this event must be supervised by an adult at all times, including trips to the restroom and drinking fountain.

11. The renter must, at all times, be respectful and work with the custodian on duty for their time renting the school facility.

12. All SBRSD's schools, fields, and grounds are No Smoking facilities and Drug Free zones.

13. Facilities (buildings, rooms, and fields) will not be available for any outside use when there is a conflict with any school activity, including unanticipated, last minute changes.

14. No pets of any kind, unless designated service animals, are allowed in the building, grounds, or other facilities.

15. All building and fire codes must be strictly enforced. Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.

16. Decorations must be used in such a manner not destructive to school property and must adhere to Fire Safety regulations. Decorations are subject to the approval of the designated representative. Approval may be denied based on content as well as structure of the decorations, including banners and pennants. The use of materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the Administration.

17. On a "No School" day due to inclement weather, there will be no other activities in the school buildings, unless otherwise approved by the Superintendent.

18. Any group, organization or institution that falls behind in its rental payments will lose the opportunity to rent space for future events.

19. The use of, serving of, or consumption of any alcoholic beverage or controlled substances on school property is absolutely prohibited.

20. User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any User Group, if responsible for any fees incurred to additional custodial services which are necessary to return the facility to the condition in which it was found, shall be billed accordingly.

21. Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time, at the renter's expense.
22. Use of the Student Dining Center and Gymnasium as dressing areas is strictly prohibited.

23. All groups, organizations, and institutions requesting the use of school facilities are subject, without exception, to the above policy and regulations. Any infraction of the above rules, or violations of common behavior decorum consistent with the approved event, may be grounds for immediate dismissal of the groups or organization for refusing to grant subsequent requests for use of school facilities.

**USE OF SCHOOL PARKING LOTS**

Use of school parking lots on a short- or long-term basis is subject to the District's Facility Use policies and procedures. Organizations or individuals interested in using a school parking lot should complete a facility use form available on the District website or in the school’s main office. Please indicate PARKING LOT ONLY on the form, note date(s) and times of use, and submit for preliminary review and approval by the school Administration.

The fee or insurance requirement for the use of a school parking lot may be waived by the Superintendent but the individual or organization must confirm in writing that they will comply with the following two provisions of the District's procedures and a third provision related specifically to use of parking lots. Failure to comply with any of these provisions will result in the privilege being revoked.

The applicant, renter, or organization, must agree in writing to indemnify, defend and save harmless the Towns of Somerset and Berkley, School Committee, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, or organization's use of the Somerset Berkley Regional High School pursuant to this agreement.

The applicant must agree that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school's use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.

**Who May Use the Facilities?**

Established organizations within and outside of the District (PTO and PAC, booster groups, governmental and quasi-governmental public service bodies, including the Town of Berkley and the Town of Somerset, religious, business/industrial organizations) may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization.

**Process to Obtain a Facility Use Reservation**

- All requests must be submitted to the Administration no later than one month prior to the event. Applications received less than one month in advance of the event will not be honored, unless
approved individually by the Superintendent. Emergency requests will be evaluated on a case by case basis.

- Administration reserves the right to delay approval of applications for an upcoming fiscal year until October 1st to allow for school functions to be scheduled first for the year. Applications received in the months of July and August for upcoming school year events will not be processed until the end of September to allow for all school activities to be scheduled.

- Applications for use of school facilities in the months of July and August must be submitted by May 15. Renter should plan their requests for rentals accordingly.

- The District will not "hold" space for any organization.

- A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Liability limits are required to be a minimum of $1,000,000 per occurrence/$2,000,000 per aggregate. The SBRSD needs to be listed as an additional insured. User is responsible for getting the insurance. These insurance requirements may be adjusted from time to time by the School Committee.

- Rooms are rented and reserved on a first come, first serve basis. In the event that simultaneous requests are received, Class I has the highest or greatest priority for facility use scheduling and Class V the least. Approved youth groups will receive precedence over adult groups.

- Buildings and facilities will not be available on the evenings of regular Town Meetings: General and Regular Elections and also Special Town Meetings.

- The application must be submitted by a designated person who will be responsible for the event. This person must be at least 18 years of age. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case, the signatory will become the party responsible to the District for the facilities' use and the compliance with all district rules and regulations.

- Once the application is received, the High School Administration will review the documentation and contact the renter within 10 school days to set up an initial meeting to discuss rental details. The initial meeting will be scheduled within 20 school days of the receipt of the original rental application.

- At the initial meeting, High School Administration or their designee will discuss all aspects of the rental agreement including but not limited to dates of rental, hours of use, facility usage areas, additional support staff and equipment needs. Once the rental agreement is finalized, the application will be signed by the High School Administration and then sent to the Office of the Superintendent of Schools for processing.

- The District Treasurer will send a copy of the approved application, and a fees invoice that will require a 50% deposit of the rental. We request the 50% deposit of total fee to be paid within fourteen (14) days of the receipt of the approved application. Failure to remit deposit within the
specified timeframe will result in the cancellation of the facility use agreement. Once the 50% deposit has been received from the renter, the District Treasurer will notify the Administration or his/her designee for final scheduling in the school building calendar. Please remit deposit payments for event to:

Somerset Berkley Regional School District  
Attention: Regional Treasurer  
580 Whetstone Hill Road  
Somerset, MA 02726

Do not send any checks directly to the High School. All payments should go through the District office at the address above.

- In the event an application is denied, someone from the Somerset Berkley Regional High School will contact the user group to inform them within two weeks of the denial.
- Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
- Without a reservation confirmation, use will be denied.
- Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
- The District reserves the right to deny or withdraw facility use privileges at any time. Should unexpected facility use rentals need to be cancelled by the high school, Administration will notify the renter as soon as possible.
- Privileges of the use of the school facilities may be permanently revoked should any group or organization violate the regulations of the District's facilities.

**Cancellations**

A down payment of 50% is expected and due within fourteen (14) days after the event is scheduled. If the activity is cancelled by the renter at least 72 hours in advance of the scheduled event, the permit holder will receive a full refund of their payment less any related expenses incurred by the School District. If the event is cancelled less than 72 hours prior to the event by the renter, the permit holder will receive a half refund minus the non-refundable administrative fee, less any related expenses.

School events may result and override any previously requested reserved space. The Administration will do everything possible to accommodate your group when this occurs with as much notice as possible. If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

If a rental must be cancelled or altered by the renter, please contact the Somerset Berkley Regional School District at 508.324.3100 as soon as the renter is aware of the need to cancel or alter rental.
Liability and Insurance

A copy of the Certificate is due when application is submitted. Liability limits are required to be a minimum of $1,000,000 per occurrence/$2,000,000 per aggregate. The Somerset Berkley Regional School District needs to be listed as an additional insurer. User is responsible for getting the insurance coverage.

It is the renter’s responsibility to maintain insurance up to and including the time of the event. Updated copies of insurance policies should be sent to the High School Administration as well as the Regional Treasurer at the District Office.

Failure to present proof of insurance voids all agreements. Events without the proper insurance on file will be cancelled. The permit holder will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees during the time the building is in use.

Payment

The individual(s) who signed the application and agreement are responsible for payment—cost per hour charged for the use of the facility and per staff member required, in addition to any other incurred costs. A down payment of 50% within fourteen (14) days after scheduling. Failure to pay deposit within 14 days will result in the cancellation of the rental.

The remaining balance for the event is due within ten (10) days of the event. Failure to make full payment for an event within the time frame allotted may result in the inability to utilize facilities for future events.

Prohibited Use

- School facilities are not available for private parties or family reunions.
- School facilities cannot be used for political gain.
- Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises.
- Facility use is limited to the function and area described on the Facility Use Application. Changes in plans or usage will constitute a separate request and charge. There shall be no third party use of the facilities.
- Activity that promotes commercial gains cannot be conducted without the consent of the Superintendent.
- Alcoholic beverages of any nature shall NOT be served or consumed on school property. Smoking or controlled substances are NOT permitted on school property in accordance with state law.

Curfew Guidelines

Baseball, Softball and Soccer Fields – Curfew in effect from dusk until dawn, unless special circumstances are approved by the Superintendent.

Football Fields and Track – Curfew in effect from dusk until dawn.

Lighted Tennis Courts – Curfew in effect from 10:00pm until dawn.
Indoor Track – Only available for use from 7:00pm – 9:00pm Monday through Friday. If there is an athletic game scheduled in the gymnasium, the walking track will not be accessible to the public. Please visit the SBRSD Athletics website at http://somersetberkley.org/athletics to view the athletics schedule.

**Set Up & Clean Up**

The District will designate personnel to be on duty whenever a facility is being used except as exempted by the Administration and so noted on the permit. They will provide assistance in handling furniture and equipment and will be responsible for clean-up and assessment of the facility's conditions post-use. The user will reimburse the District at a rate determined by the Class selected on the application, including set-up and clean-up. A minimum of two hours will be charged when custodial services are requested on these days. During the week, custodial use beyond the normal eight (8) hour shift shall be paid at time and a half when contractually required. Community youth groups will only be required to pay fees if additional time is required beyond the normal work day or work week (M-F). No charge will be assessed for use of school facilities during the normal workday or work week by a designated teacher or school personnel groups or student organizations.

Only SBRSD personnel may move or direct movement of school equipment, furniture, etc. No person, staff included, may operate any stage equipment or other electrical or mechanical equipment without approval from the Tech Services. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with the Administration to provide technically qualified personnel to perform the tasks at the user's expense.

No piano is to be moved from its present location at any time without prior approval.

Only in the case of a documented emergency are offices to be opened and/or telephones used.

When an organization is granted use of the Performing Arts Center and stage for a performance, it may use the facilities for **one rehearsal period**. Rental fees and custodian charges will apply for this rehearsal time. The organization MUST schedule the rehearsal in advance with the Administration and identify the rehearsal on the Facility Use Application. The rehearsal must be during the school week.

**SPECIFIC REGULATIONS FOR USE OF: Athletic Fields (baseball, softball and soccer)**

- School sports have first priority on all fields. Please note, that with all scheduling, SBRSD reserves the right to cancel an event, due to our scheduling need with practices, games and/or a SBSRD event. Also note, sometimes this may happen with less than 24 hours’ notice.
- In the event of pending inclement weather, makeup dates will be approved as long as no conflict with school sports schedules.
- All fields and buildings should be left in the manner they were found. The area should be cleaned of any litter or refuse and placed in appropriate containers. If you are using any of the high school fields for your sporting events there will be a grounds/custodial person assigned to each event. Please review our fee schedule.
- No players/children should be in or on any structure (sheds, goal posts, soccer goals, nets, etc.)
- If handicap access is needed for sports fields, arrangements can be made with the Administration office prior to event.
- All applicants are responsible for obtaining town permits, if applicable.
- Nets will be provided by the school district for any sport. It will be the applicant's responsibility to ensure all nets are used appropriately.
- Absolutely NO trespassing around the grounds maintenance building.
- No machinery or equipment will be permitted on any field.
- No machinery or landscaping equipment is to be brought in by requester to groom or prepare any field. Permission must be granted in writing by the SBRSD Administration.
- Use of any equipment or facility requiring technical expertise or training is available only when an authorized District employee is on site to oversee its use.
- The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass areas or areas designated "NO PARKING."
- The Regional School District will vigorously enforce the policy and seek damages for the cost of any repairs required by violation of the policy including holding parents responsible for damages caused by minor children to the extent permitted by law.

**SPECIFIC REGULATIONS FOR USE OF: Outdoor Track and Turf Field**

- Players wearing cleats are not allowed on the track at any time. Players will be allowed to walk across the track in designated areas only where proper matting is available.
- High School Turf Field: No food or drinks other than clear water.
- NO vehicles will be permitted on the track at any time. Authorized SBRSD vehicles are permitted with authorization from the Administration.
- NO vehicles will be permitted to park on the walking/emergency path going up to the high school. SBRSD vehicles are permitted with authorization from Administration.
- The track and turf field should be left in the manner they were found. The area should be cleaned of any litter or refuse and placed in appropriate containers. If you are using any of the high school fields for your sporting events there will be a grounds/custodial person assigned to each event.
- No players/children are allowed in the Press Box and Concession Stands.
- Absolutely NO trespassing around the grounds maintenance building.
- No machinery or equipment will be permitted on the turf field or track.
- Use of any equipment or facility requiring technical expertise or training is available only when an authorized District employee is on site to oversee its use.
- The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass areas or areas designated "NO PARKING."
- Use of the turf field by the general public is prohibited. Only preapproved organized and supervised sports activities may occur on the turf field. Members of the public using the track in accordance with this policy should avoid the use of the turf field.
- Use of any equipment such as bicycles, skateboards, roller skates, rollerblades or baby strollers on either the turf field or track surface are strictly prohibited.

**SPECIFIC REGULATIONS FOR USE OF: Indoor Track**
- For indoor track use, members must enter through the Performing Arts entrance.
- Appropriate footwear must be worn at all times when using the indoor track. Dark soled running shoes, turf shoes or any other type of footwear which may mark the floor is not allowed.
- Only clear water containers (no glass containers) may be brought into the track area. All water containers must be removed from the track area upon leaving the track. No food, candy, or gum is allowed in the track area.

SPECIFIC REGULATIONS FOR USE OF: Tennis Courts

- To thoroughly enjoy the continued use of these courts, everyone must assist in ensuring their proper use, including keeping the area clean.
- The following rules and regulations must be adhered to:
  o Appropriate footwear must be worn when using these courts. These courts are for tennis use only. No bicycles, skateboards, rollerblades or street hockey may be played on the tennis courts and are strictly prohibited.
  o Water is the only drink allowed inside the tennis court areas. No glass containers or other beverages are allowed. No food is allowed in the court areas. Water bottles or containers must be removed from the tennis court area before leaving the facility.
- The maximum number of courts to be used under the facility usage agreement is four (4), unless prior approval is given by the Administration and Superintendent.
- Tournament play cannot be extended beyond the specific dates and time of the original facility usage application without prior authorization from the Administration and Superintendent.

SPECIFIC REGULATIONS FOR USE OF: Performing Art Center (PAC)

- All requests for Performing Arts Center use including equipment rental require a trained A/V Technician or Event Coordinator for the operation of lighting and/or sound system. Generally, the assignment of the technician includes set-up and time to remove the equipment. Specific lighting and sound needs must be communicated to the technician at least one week prior to the event. Performing Arts Center systems (stage rigging, lighting, audio & video) may only be operated by individuals approved by the SBRSD.
- The Performing Arts Center should be left in such a fashion that will allow for the daytime use of the Performing Arts Center by the staff and students. Stage area is to be left clear.
- Under no circumstances should sets or stage pieces be attached to the floor. It is the responsibility of the user to remove all tape and/or other markings from the floor, seats, doors and stage area. Only gaffers tape should be used for markings. Gaffers tape is supplied by the renter. Masking and Duct tape will not be allowed in the Performing Arts Center at any time. Building of sets for performances will not be permitted in the Performing Arts Center area. Arrangements should be made in advance for an area for this purpose.
- Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from
the sprinkler pipes. No objects are to be fastened to the stage floor or walls. The Administration or designee has absolute authority ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs.

- All equipment, props, etc., owned by the renter must be removed from the premises the evening of the last performance, unless other arrangements have been made with the Administration Office. Storage space in the Performing Arts Center is extremely limited.

- Total occupants allowed in the Performing Arts Center have been established by the Town Building Commissioner, as per the certificate of inspection. Occupancy for the Performing Arts Center is limited to no more than 750 people. This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those in attendance in the event of an emergency.

- Scenery and decorations must be fire safe. Wiring for, materials used for and operation of special effects in performances on the stage must receive approval from the local Fire Department.

- The time specified in the contract shall be strictly enforced. Exceptions may be made only by the Administration.

- Chorus classroom adjacent to the Performing Arts Center as well as the Student Dining Center and nearby locker rooms can be available for use as dressing rooms if needed.

**SPECIFIC REGULATIONS FOR USE OF: Gymnasium**

- No sports other than indoor sports will be allowed in any SBRSD facilities unless their equipment being used has been modified for acceptable indoor use. This modification will be the recommendation of the Director of Athletics and the Administration, and finalized by the superintendent of schools. This includes soccer, baseball, softball, golf, football, etc.

- No one is allowed on the gymnasium floor without proper footwear. Only scuff-resistant shoes are allowed in the activity areas of the building. **Dark soled running shoes, turf shoes, spiked shoes and any other types of shoes which mark the floors are absolutely prohibited.** Muddy or dirty shoes are not permitted. Participants are asked to please change into a separate, clean pair of shoes for their indoor recreational use. Shoes are required to be worn at all times while in the facility.

- The District will not store gym equipment for sports (e.g., soccer balls, basketballs). The group will be responsible for bringing their own equipment.

- Gymnasium systems (bleachers, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by SBRSD.

- Total occupants allowed in the gymnasium have been established by the Town Building Commissioner, as per the certificate of inspection. Occupancy limit for the gymnasium is 1000 people. This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those in attendance in the event of an emergency.

- No tape shall be applied to the gymnasium floor, walls, or bleachers. No objects are to be fastened to or dragged across the gymnasium floor. If required, a special floor covering may be needed in order to protect the gymnasium floor during exhibits, shows and assemblies at the user’s expense.

- Arrangements must be made in advance for use of equipment.

- Persons using gymnasium are responsible for their own belongings.
- Use of school gymnasium does not include use of locker rooms. This must be indicated on your request. Only program participants will be allowed in the locker room/shower areas.

**SPECIFIC REGULATIONS FOR USE OF: Student Dining Center (SDC)**

- Individuals requesting the use of kitchen must be associated with a recognized organization or sponsor. At least one member of the Student Dining Center staff must be on duty to supervise use of the kitchen.
- Caterers may use the kitchen, but not the dishes or utensils. At least one member of the Student Dining Center staff must be on duty to supervise. The area must be maintained according to school standards.
- Only areas specified in the original request may be used. It is advised that all potential renters visit the proposed site before rental.