

Genoa-Kingston CUSD 424 District Office
980 Park Avenue, Genoa IL 60135 815/784-6222

Genoa-Kingston CUSD 424 believes school facilities should be available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities. Persons on school premises must abide by the District's conduct rules at all times.

General Genoa-Kingston Schools Facility Use Guidelines

1. Presence and/or consumption of alcoholic beverages is forbidden on all school property.
2. Smoking is not permitted on any school property including school grounds.
3. Food or beverages are not allowed anywhere in the building outside of the cafeteria area. This pertains to participants and spectators.
4. Open flame is prohibited on Genoa-Kingston CUSD #424 property.
5. Group must provide adequate **ADULT** supervision for the event. Participants and spectators should only be in the immediate areas of the building being used for the event. All other areas are considered off limits. **The District Scheduler has the authority to require a school district supervisor to be present for the event at the Group's expense. Furthermore, district personnel have the right to rectify supervision issues on the spot.**
6. Typically when a supervision problem occurs, a building administrator or his/her designee will contact the Group Leader to discuss the problem and its resolution. Repeated supervision issues will result in denial of future facility use requests for the group or individuals involved with the group.
7. Payment for damage to school district property caused by the Group shall be the responsibility of the Group. Charges may include payment for both materials and labor necessary for repair or replacement costs. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
8. The Board of Education and/or its agent(s) reserves the right to withdraw permission to use a building or site facility when it is felt to be in the best interest of the school district.
9. Parking is restricted to marked parking spaces **ONLY**.
10. No doors may be propped open at any time. Doors must be supervised during arrival.
11. All activities involving school equipment must be handled by district personnel only.
12. Groups are expected to clean up after themselves. Leave the building/property as you found it.
13. Keys/access cards: 1) are the responsibility of the Group Leader; 2) may not be given to anyone else; 3) must be returned to the District Scheduler within 48 hours of the conclusion of the event.
14. A Group failing to show for an event or failing to provide proper supervision will be charged the supervision rate for at least two hours.
15. **ON A DAY OF AN EMERGENCY SCHOOL CLOSING ALL EVENTS SCHEDULED WITHIN THE BUILDING BY OUTSIDE GROUPS ARE CANCELLED.**
16. Genoa-Kingston facilities are not available to non-school groups during the summer.