
Pittsford Schools

Facility Usage & Fee Schedule



Facility Usage & Fee Schedule

The Pittsford Central School District (PCSD) buildings and property are in the first instance available for the regular program and activities of the school system. When not in use for these purposes, the Board of Education will allow the use of these facilities by other groups within the allowable limits of Section 414 of the New York State Education Law and the regulations herein provided.

The PCSD will charge the sponsoring organization for the incremental costs of all activities taking place in the buildings or on school properties. The costs charged for building/property use will be charged for use of the facility and specific room/area charges are detailed below. Custodian(s) shall be on duty at all times when facilities inside a school building are in use. Such supervision will be provided at no cost during regular working hours, as noted below. The cost charged for custodial labor shall be those incurred as a result of the activity beyond the normal operation of the building. They may include related weekday and/or weekend overtime costs, including opening/closing of buildings, cleaning, setup, take downs or other special arrangements. At a minimum one hour of additional labor may be charged per use, maybe more depending on service needs, to allow the building to be opened, lights turned on and a building check and after use building check and lockup. Cleaning labor charges are in addition to the one hour noted above. Specialized staff labor costs are charged per use. These may include the cost for staff required to provide security, kitchen supervision, snow removal, lifeguards, AV assistant, etc.

The PCSD reserves the right to require groups to provide their own insurance, naming the PCSD as an additional insurer . Outside groups use the school facilities at their own risk. The PCSD is not responsible for any injury or negligence on the part of the user. The user will be held responsible for the cost of repairs caused by misuse or vandalism.

Normal Building Hours of Operation/School Year Custodial Schedule (Monday through Friday):

- Sutherland High School: 7am until 12am
- Mendon High School: 7am until 12am
- Barker Road Middle School: 7am until 11pm
- Calkins Road Middle School: 7am until 11pm
- Allen Creek Elementary School: 7am until 9pm
- Jefferson Road Elementary School: 7am until 11pm
- Mendon Center Elementary School: 7am until 11pm
- Park Road Elementary School: 7am until 9pm
- Thornell Road Elementary School: 7am until 11pm

Normal Summer Building Hours of Operation: Monday through Friday 7am - 3:30pm. (last day of school in June to the first day of school in September). This excludes any Holidays.

Please note: There are no custodians on regular duty on Saturdays, Sundays, school holidays or school breaks.

Building use on Sundays and school holidays is discouraged. Further information is available at the individual building to be used and/or by calling the administrative building at 267-1000.

<u>School Building</u>	<u>Main Number</u>
Mendon High School:	(585) 267-1600
Sutherland High School:	(585) 267-1100
Barker Road Middle School:	(585) 267-1800
Calkins Road Middle School:	(585) 267-1900
Allen Creek Elementary School:	(585) 267-1200
Mendon Center Elementary School:	(585) 267-1400
Thornell Road Elementary School:	(585) 267-1700
Park Road Elementary School:	(585) 267-1500
Jefferson Road Elementary School:	(585) 267-1300

PITTSFORD CENTRAL SCHOOL DISTRICT FACILITY USAGE FEES:

1) Building/track fees:

<u>A) Mendon High School/Sutherland High School:</u>	<u>Fee (Per Hour)</u>
Auditorium:	\$25.00 or \$125.00 max per day
Pool:	\$25.00

B) Barker Road MS/Calkins Road MS:

Auditorium:	\$25.00 or \$125.00 max per day
Pool:	\$25.00

C) K-5 Schools:

Auditorium:	\$15.00 or \$75.00 max per day
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D) Field use:

Track:	\$25.00 to max of \$125.00 per day.
Lining any PCSD athletic field	\$35.00 each
Fee for car washes	\$25.00 each day

2) Labor fees:

<u>A) Custodial fees:</u>	<u>Fee (Per Hour)</u>
Saturdays & overtime (1-1/2x rate):	\$39.00
Sundays & school holidays (2x rate):	\$50.00

<u>B) Specialized Staff (each):</u>	<u>Saturdays & OT</u>	<u>Sundays & Holidays</u>
Kitchen staff member:	\$26.00	\$31.00
Lifeguard event supervisor:	\$13.00	\$18.00
Adult lifeguard:	\$12.00	\$17.00
Student lifeguard:	\$10.00	\$15.00
AV assistant:	\$26.00	\$31.00
Security personnel:	\$39.00	\$50.00
Maintenance personnel for snow plowing/salting:	\$39.00	\$50.00

NOTES:

If an activity's attendance is over **100 persons**, more than one staff member (custodians, etc.) may be required and labor fees may be increased to account for additional staff as determined by the PCSD. If an activity's attendance is over **500 persons**, more than two staff members (custodians, etc.) may be required and labor fees may be increased to account for additional staff as determined by the PCSD.

If an activity requires special opening/closing of the facility, setup and/or major cleaning after the event, the PCSD reserves the right to charge additional time as required for these services. If a facility requires snow removal and/or salting due to weather conditions outside of normal building hours, the PCSD reserves the right to charge for these services.

Town of Pittsford Parks & Recreation are not billed for use of the pool or lifeguards, but are billed for custodians if on Saturday, Sunday or school holiday.

Facility Use Forms:

The NON-Athletic Facility Usage Request Form can be obtained from any building or can also be found on the PCSD's website (www.pittsfordschools.org).

The Athletic Facility Usage Request Form can be obtained from the Athletic Director or can also be found on the PCSD's website (www.pittsfordschools.org).

These requests can come from within each school, as well as organizations from surrounding areas. Each private organization will need to supply a certificate of insurance to show that they have private insurance to cover any injury or liability problem should someone fall or become injured.

Application for the use of any gymnasiums, pools and exterior fields (Athletic Facility Usage Request Form) shall be filed with the Director of Athletics at 42 West Jefferson Road. All other applications for use of schools shall be filed with the respective building administrator of that school.

1) Athletic Facilities Usage Request Forms (includes the gymnasiums, pools and exterior fields):

In applying for use of the PCSD's gymnasiums, pools or exterior fields (Athletic Facilities) at any one of the schools for a game, practice, swim meet, tournament, etc., a representative from the organization must contact the Director of Athletics before applying to use these facilities. The Athletic Facilities Usage Request Form shall then be completed (in full) and submitted to the Director of Athletics at 42 West Jefferson Road at least two (2) weeks prior to the event.

The Athletic Director shall:

- 1) Confirm the entity requesting use of the building is authorized and the Athletic Facility Usage Request Form is completed IN FULL.
- 2) Confirm the building and/or grounds are available for the requested event, in the requested location.
- 3) Confirm any additional special requirements and insurance requirements have been fulfilled.
- 4) Approve or deny the Athletic Facility Usage Request Form.
- 5) If denied, return a copy of the Athletic Facility Usage Request Form to the originator.
- 6) If approved, determine if fees apply and estimate any fees on the form. Distribute a copy of the form to everyone noted on the distribution fields at the bottom of the form.

If special services are being requested, the person required to provide those services at the District must be notified prior to approval of the form.

Please note that activities with estimated attendance over 100 and/or 500 people may require additional support staff and estimated fees should be calculated accordingly.

The supervisor of the event MUST be present at all times of the event or additional fees will be applied for supervision.

(If fees apply):

Labor time sheets shall be completed by PCSD staff detailing the event and exact over time requirements for any and all events by outside users of the facilities. Time sheets shall be used by the PCSD facility use department (Usha Jagadish) for billings.

2) NON-Athletic Facility Usage Request Form (classrooms, kitchens, auditoriums, etc.):

In applying for use of the PCSD's schools for a meeting, event, competition, musical, play, etc., a representative from the organization must contact the principal and/or assistant principal (building administrator) at the school for a preliminary discussion before applying to use that school building. The NON-Athletic Facility Usage Request Form shall then be completed (in full) and submitted to the building administrator at least two (2) weeks prior to the event. Please make sure to review auditorium regulations if requesting use of an auditorium.

The Building Administrator shall:

- 1) Confirm the entity requesting use of the building is authorized and the NON-Athletic Facility Usage Request Form is completed **IN FULL**.
- 2) Confirm the building is available for the requested event, in the requested location.
- 3) Confirm any additional special requirements and insurance requirements have been fulfilled.
- 4) Approve or deny the NON-Athletic Facility Usage Request Form.
- 5) If denied, return a copy of the NON-Athletic Facility Usage Request Form to the originator.
- 6) If approved, determine if fees apply and estimate any fees on the form. Distribute a copy of the form to everyone noted on the distribution fields at the bottom of the form.

If special services are being requested, the person required to provide those services at the District must be notified prior to approval of the form.

Please note that activities with estimated attendance over 100 and/or 500 people may require additional support staff and estimated fees should be calculated accordingly.

The supervisor of the event MUST be present at all times of the event or additional fees will be applied for supervision.

(If fees apply):

Labor time sheets shall be completed by PCSD staff detailing the event and exact over time requirements for any and all events by outside users of the facilities. Time sheets shall be used by the PCSD facility use department (Usha Jagadish) for billings.

Building Use Regulations

- School buildings and school property are in the first instance available for the regular program and activities of the school system. When not in use for these purposes, the Board of Education will allow the use of these facilities by other groups within the allowable limits of Section 414 of the New York State Education Law and the regulations herein provided.
- Application for the use of athletic facilities or fields (**Athletic Facility Usage Request Form**) shall be filed with the Director of Athletics at 42 West Jefferson Road. All other applications (**NON-Athletic Facility Usage Request Form**) shall be filed with the respective building administrator.
- Reservations must be arranged by the responsible representative of the organization at least two (2) weeks prior to use. Annual reservations for athletics must be renewed at the beginning of each school year as follows: fall season (September – January) forms due by June 30, winter season (January -March) forms due by October 22, spring season (March - June) forms due by February 4, summer season (June -September) forms due by April 22.
- The stadium field(s) are to be used only for approved sports and are not to be used in off-season play. Considerable extensive care and attention has gone into the building and maintenance of the stadium fields in order to keep the turf as resilient as possible. Use by other than approved sporting activities may damage the surface and interfere with the upkeep maintenance schedule.
- The supervisor(s) of the event MUST be present at all times of the event or additional fees will be applied for supervision. The number of supervisors is determined by the size of the event and shall be approved by the PCSD.
- Use of district facilities on Sundays and school holidays for activities is discouraged.
- All activities conducted on school property shall conform with Federal and New York State laws and municipal ordinances.
- The PCSD may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, sex, sexual orientation, age, marital status or disability. Community groups and organizations should review their use of school facilities request for conformity. The PCSD reserves the right to require evidence of compliance with civil rights law. However, in accordance with law, the PCSD will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other local youth group listed in Title 36 of the United States Code. Nor will the PCSD deny such access or opportunity for reasons based on the membership or leadership criteria or oath of allegiance to God and country. However, such use must be in accordance with the PCSD's community use of school facilities guidelines. School buildings may be used for political meetings only if previously authorized by a PCSD meeting.
- Any organization using the schools must agree to enforce all rules and regulations in effect to insure proper safety, sanitation and protection of school property. Oral instructions given by school personnel in charge of the school building, concerning safety and sanitary procedures must be observed. All equipment or movable properties of the PCSD shall at all times remain under the control of the PCSD. School authorities reserve the right to reject any member of any group, spectators or the entire group, guilty of unsatisfactory conduct, abuse of facilities, or not following regulations.

Building Use Regulations (Con't)

- Smoking and tobacco, use of open flames such as candles, illegal drugs, alcoholic beverages, weapons and hazardous materials are **NOT** allowed on school property. Users shall abide by all property rules as posted on the signs at the entrance to all properties.
- Supplies and/or equipment in a room or area reserved may be used **ONLY** if prior arrangements have been made and/or indicated on the application. **No custodian is authorized to loan supplies or equipment.** School personnel will be on-site during the hours of the event.
- If kitchen is in use, a school kitchen staff member(s) must be present at all times. If Auditorium lighting or sound equipment is being used, a PCSD approved AV Assistant must be present to supervise its use. Other specialized supervisory personnel may be assigned at the discretion of the PCSD.
- If a pool is being used, an adult lifeguard(s), with valid American Red Cross Advanced Life Saving and Water Safety Certificate, **MUST** be present. The lifeguard(s) may be supplied by the organization, but certification must be supplied and approved. All supervision in the pools will abide by the New York State Department of Health regulations, part 6, subpart 6-1 “swimming pools”. Specifically see section 6-1.23 “supervision”. At least one aquatic supervisory staff of at least the required Supervision Level shall be provided for each 3,400 square feet of pool surface area or fraction thereof at pools required to use Supervision Levels II-III personnel. When pools exceed 3,400 square feet of pool surface area (Mendon High School) at least one additional aquatic supervisory staff shall be provided when the number of bathers exceeds or is likely to exceed 50 percent of the pool bather capacity, based on 25 square feet of pool surface area per bather. Pool operators may limit the portions of the pool open to bathers and provide the required aquatic supervisory staff consistent with the pool area open.
- The facility is to be left in a clean condition which includes cleaning up of any litter and repositioning furniture. The organization and/or group using the facility is limited to the assigned area. Storage of non-school property is limited. Storage of non-school property must be preapproved and is limited to the duration of the event and must be removed promptly after the event. The Board of Education and school staff assume no responsibility for non-school property used or stored on the premises. Request for storage must be submitted on the application. If equipment, apparatus, scenery, decorations, or other materials are brought into the building, it must be so stated on the application form and fire safety regulations must be satisfied.
- Motor vehicles operated on school grounds must be operated in a prudent manner. Motor vehicles shall only be parked in designated areas and no use of motor vehicles is permitted on any grass areas. Vehicles parked in fire lanes, bus loops, or other areas designated as **NO PARKING** will be removed by towing at the owner’s expense.
- Responsibility for **ANY** damage resulting from the use of the school facility is assumed by the person whose signature appears on the form. Responsibilities and payment for any damage resulting from use of facility is assumed by the organization within 45 days.
- Labor costs will be computed on basis of current wage rates and fringe benefits and are included herein. Overtime (time past the normal operating time of the building) and time on Saturdays is charged at time and one-half **AND** overtime on Sundays and school holidays is charged at double time, for each required employee. Fees for the use of facilities may be charged in addition to the labor costs, at the discretion of the school district. Fees will be reviewed on an annual basis by the Assistant Superintendent for Business.

Building Use Regulations (Con't)

- In the event of a major snow fall and/or an emergency school closing, all events are usually cancelled, but check with the building administrator or Director of Athletics to determine if the facility would still be available and staffed with district personnel. If the event is scheduled for a weekend and snow fall occurs which will need to be cleared for that event, additional fees may be applied.
- Payment is to be made to the Business Office upon receipt of the billing from the PCSD. Invoices not paid within 45 days may result in revocation of further facility use by the delinquent organization.
- In addition to the foregoing, the use of all the facilities of the school and buildings shall be in accord with the rules and restrictions as may be periodically set forth by the Board of Education and Superintendent of Schools.
- The use of unapproved adhesive products and/or tape on the gymnasium wood floors is not permitted. Adhesive products will damage the wood floor by removing the wood finish.
- Content of Programs – the District does not accept responsibility of any performance or activity, conducted by an outside group which takes place on its premises. However, it reserves the right to review the material beforehand and disapprove the use of facilities if material is deemed inappropriate. All activities conducted on school property shall conform with federal and NY State laws, municipal ordinances and District policies and procedures.
- Emergencies:
 - Each person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, is required to notify such persons in attendance at the beginning of such program, event or performance, of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.
 - We recommend that you bring a cell phone to your activity to use in the event of an emergency and have emergency contacts for each of your participants.
 - Fire exit routes are noted in each room. Please review these routes with your group at the beginning of your activity. Fire extinguishers are available in all buildings.
 - Designate a location outside of the building or area to meet in the event of an emergency and a plan for accountability for all of your participants.
- Automated External Defibrillators:
 - Education law requires public school districts to provide and maintain on-site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies.
 - Adult/pediatric AED's are located by the main office in all buildings and are also located by the gymnasiums in the secondary schools.
 - Only a trained AED responder may operate an AED.
 - Public health law requires the District to report all AED useage to the Monroe County Health Department. In an event of an emergency and the AED was operated, please call the contact person indicated on the AED unit and complete the state required paperwork immediately after use.

Building Use Regulations (Con't)

- Fire & Safety:
 - All users of the facilities must abide by current New York State Fire Code regulations and the State Education Department, Regulations of the Commissioner of Education (8NYCRR Part 155.25, 1225 & 1226).
 - No pyrotechnics may be used for any event or performance. Smoke/fog machines may set off the fire alarms and are not permitted.
 - Please do not block isles and/or emergency egress exits at any time.
 - All fire alarm pull stations and sprinkler system components must be accessible at all times.
 - The use of our lifts and ladders is not permitted due to insurance liability.
 - NYS Building Code must be followed for all stage set construction. Proper fall protection, handrails and step construction must be implemented. All safety regulations must be followed.

Procedures for Activities Involving Food

The PCSD requires a permit issued by the Monroe County Health Department (application for a permit to operate a temporary food service establishment) to be submitted to the Food Service Department (267-1096) at least one week prior to any event where food will be cooked and/or served on school grounds. The PCSD also requires a "Serve Safe Certified" employee/person to be present when food is prepared, cooked and/or served on school grounds to students or the public. Popcorn, soda, sealed food packages, fast food delivery (etc) do not fall under these requirements.

These procedures were developed for staff and parents to use during activities involving food. Knowledge regarding safe food preparation and handling is important in the prevention of food borne illnesses. Awareness of student food allergies and of the ingredients in treats brought into the school is essential for the safety of our students. Awareness of Monroe County Health regulations is necessary for the district's compliance with the law.

Activities Involving Food Served But Not Sold On School Grounds

For Staff:

In preparation for activities, which include foods that are brought in by students or parents, staff must follow these guidelines:

- Consult with the school nurse regarding students with food allergies prior to soliciting food items.
- Consider using the Pittsford Food Service to provide treats.
- Encourage healthy foods.
- Encourage pre-packaged, individually wrapped or single serving items.
- Items containing uncooked eggs, raw meat, raw fish, home canned goods or unpasteurized juice/cider are not permitted.
- Follow proper food storage procedures. Cold storage and/or reheating of items in the food service kitchens are not permitted per Monroe County Health Department.
- If homemade items are included, a letter must be sent home prior to the activity, reviewing safe food preparation and the district guidelines. Encourage parents to send an ingredient card with their treat.

In preparation for classroom activities, which include cooking within the classroom, not within the context of the Family and Consumer Sciences classroom; staff must follow these guidelines:

- The Principal must approve the activity and review food safety information with teacher.

- The teacher must consult with the school nurse regarding students with food allergies prior to soliciting food items.
- Items containing uncooked eggs, raw meat, raw fish, home canned goods or unpasteurized juice/cider are not permitted.
- Follow proper food storage procedures. Prepared items brought to school may not be stored in cold storage and/or reheating of items in the food service kitchens are not permitted per Monroe County Health Department. However, the kitchen facilities may be used for the preparation of foods under the supervision of member of the food service staff.
- Proper food safety instruction and hand washing procedures must be followed.

Activities Involving Food Sold on School Grounds Outside of the Food Service Program.

Not Potentially Hazardous Foods – Includes foods commercially prepared and wrapped, popcorn, drinks, and cheese or pepperoni pizza from an approved source.

- Follow proper hygiene and food storage procedures
- A permit is not required
- Trained personnel are not required
- All servers must use gloves
- Food must be discarded at the end of the event

Potentially Hazardous Foods – Includes all food items other than those listed above.

Foods not prepared on school grounds:

- Follow proper hygiene, food preparation, and food storage procedures
- If an outside contractor is hired to provide the food, a catering permit must be provided by the contractor.

Foods prepared on school grounds:

- Follow proper hygiene, food preparation, and food storage procedures
- Using school kitchen facilities - District food service must be contracted to provide the food in order to use school kitchen facilities:
 - o A L2 certified school kitchen staff member must be present during cooking
- Not using school kitchen facilities and non-kitchen staff or parents are cooking:
 - o A permit is required by event, game or season
 - o An L2 certified supervisor must be on site during cooking
 - o Organization is responsible for being compliant with Monroe County Health Department pricing guidelines
- Not using school kitchen facilities and an outside contractor is cooking:
 - o An event permit is required. Either the contractor or the district may obtain the permit.
 - o An L2 certified supervisor must be on site during cooking

Food Truck Check Off List:

- 1) Complete a facility use form 2 weeks prior to event
- 2) Purchase & Submit current department of health permit to food service director
- 3) Submit current insurance coverage to food service director
- 4) Food truck operator is carry in/carry out
- 5) No power hook ups allowed
- 6) No water hook ups allowed
- 7) No latex gloves

WELCOME TO OUR SCHOOLS

For everyone's safety, the following are prohibited on school property:

- 1- Soliciting
- 2- Smoking, tobacco products, e-cigs, vaping, illegal drugs and illegal substances
- 3- Alcohol and intoxicating substances
- 4- Unauthorized explosives, fireworks, model rockets or BBQ's
- 5- Guns, weapons and hunting
- 6- Snowmobiles, go carts, dirt bikes and ATV's. Use of unauthorized motor vehicles on any grass areas
- 7- Unauthorized motorized flying objects on school property, including but not limited to drones, airplanes and helicopters
- 8- Golfing or hitting of golf balls
- 9- Unauthorized pets on school property during school hours. All pets on school property must be on a leash. Clean up after your pets(s) and do not walk dogs/pets on or near playgrounds, athletic fields or buildings
- 10- Skateboarding, rollerskating and rollerblading
- 11- Bicycle riding on tennis courts, running tracks, athletic fields, grass areas, playgrounds and bus loops
- 12- Skiing, snowboarding, skating and sledding
- 13- Climbing on buildings and fences
- 14- All activities after dark

Facilities used by written authorization only

**BY ORDER OF THE PITTSFORD CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

Auditorium Usage Regulations

- A walk through is required with the Auditorium Manager before and also within three days after any out of district event. This is to ensure that all equipment and areas of the auditorium are left in the same condition. The Auditorium Manager is available Mon – Friday 8:00 AM to 4:00 PM on regulation school days.
- When using the auditoriums **Lighting and Sound Systems** an approved lighting and sound technician must be present. This person must be approved by the Auditorium Manager. The cost of this technician is the responsibility of the requesting event.
- When using the auditoriums **Pin Rail or Fly Rail System** the person must have experience with our systems and be approved by the Auditorium Manager.

Equipment:

- **Light boards:** The setup of the light boards must be put back into its original design. The light boards cannot be moved from their locations. The stage lights must be put back in the original location and setup.
- **Color Gels** for the lights will not be supplied for any out of district event.
- **Sound boards:** The setup of the soundboard must be put back to its original design. The soundboards cannot be moved from their locations.
- **Microphones:** Up to two wireless handheld microphones can be provided. Hanging microphones are installed on each of the stages. All other types of microphones and cabling are the responsibility of the requesting event to provide. Wireless lavalier microphones (body microphones) will not be supplied for any out of district event.
- **Headset System:** A wired headset system if available can be used by out of district events. Up to five headsets will be supplied. No wireless headsets will be supplied to out of district events.
- **Pianos:** The pianos in the auditoriums may be used but tuning is the responsibility of the event. Piano tuners must schedule the tuning with the Auditorium Manager.
- **AV Equipment:** This equipment must be requested on the building usage form and will only be provided if available.
- **Risers:** Chorus risers are available for use. Requesting event is responsible for the setup and removal of the risers.
- **Curtains:** Traveling Curtains may not be moved from their locations on the stage. Only Legs and Banners may be moved. Legs and Banners must be put back to their original location after events.
- **There is no food or drink allowed in the district auditoriums. If concessions are to be sold during your event, you are required to have ushers preventing food and drink from entering the auditorium. This includes water. Food and Drink will be allowed in the backstage areas only.**

Stadium & Track Use Regulations

- All stadium use requests shall be processed through the Athletic Department.
- Use only sneakers or running flats inside the fence:
 - No cleated or heeled shoes
 - No spikes or turf shoes
 - Please jog on outside lanes of track
- No spectators inside fence
- Enter through one of the gates. Do not jump over fences
- No swearing or offensive language
- No food, gum, beverages (except water), or glass containers inside the fence
- No bicycles, motorbikes, roller skates/blades or skateboards inside fence
- No unauthorized pets
- All trash must be placed in a trash receptacle, no littering
- If requesting use of our sound systems, the person must have experience with our systems and be approved by the Director of Athletics, Scott Barker
- All stadium occupants must follow the rules and regulations requested by security or supervisors of the event, or they will be asked to leave the premises
- No tobacco, alcohol or illegal drugs
- If concessions are to be cooked on site & sold during your event, you are required to pay for and obtain a Department of Health permit and provide safe server certificates to our Director of Food Service, Paulette Vangellow.

These regulations will be strictly enforced