

INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota 55068-4199

SERIES NUMBER 801.5.1AR ADOPTED June 1982 REVISED May 1992

TITLE District 196 High School Graduation Parties

1. **Permits**

- 1.1 The party committee chairperson will prepare a list of facility reservations needed for committee and subcommittee planning meetings, work sessions, set-up, clean-up and party events. These dates will be requested through the appropriate area community education office at least two weeks before the needed dates.
- 1.2 The application for the final event shall be approved by January 30 by the Community Education Director or designee after he or she consults with the appropriate principal or designee.
- 1.3 All areas of intended use for the party shall be listed on the permit. The location of the party will be determined by the availability and suitability of the building and the areas requested.
- 1.4 The community education area office will hold a coordination meeting one month before the party for committee members, school administrators and custodial staff/building chief to ensure that the roles and responsibilities of each group are understood.

2. **Decorations**

- 2.1 The decorating plan and party layout shall be approved by the appropriate principal or designee and the Community Education Director or designee by May 1.
- 2.2 Material used to secure items to walls and floors must be approved by the building chief as being safe for paint and floor coverings. Damage caused by use of material not approved by the building chief will be the responsibility of the committee. All material used to secure items to walls and floors, and decorations must be removed the morning after the event.
- 2.3 A general description of the decorations and props to be used in each area of the school shall be provided to the school administration for review by May 1 to ensure the areas are used appropriately.

- 3. **Insurance** - The school district's liability insurance policy will cover parents acting in a volunteer capacity.

4. **Entertainment**

- 4.1 All commercial equipment for entertainment and any special needs for a musical group, such as staging or lights, shall be listed on the permit by May 1 so plans can be made to accommodate its purpose and function.
- 4.2 Information on electrical service needs shall be provided to the building chief by May 1 so that special needs can be evaluated. Circuits in the cafeteria areas which are dedicated to the Food Service computer system may not be used.

5. **Equipment**

- 5.1 All requests to use school equipment shall be channeled through Community Education.
- 5.2 The committee will be responsible for any damaged equipment whether borrowed from the district or from other sources.

6. **Nurse/Emergency Care**

- 6.1 A registered nurse must be on duty during the party.
- 6.2 A 24-hour emergency clinic shall be notified of the party by the parent group.

7. **Facility/Supervision During the Event**

- 7.1 Inside: Chaperones are to be at each exit and a police officer paid by the parent group is to be on site for the duration of the event.
- 7.2 Outside: An hourly check of the outside area of the building in use is to be made by the police officer and a parent chaperone.
- 7.3 If requested, a community education building supervisor will be present during set-up and take-down periods to help control access to the building. The cost of the supervisor will be charged to the committee.
- 7.4 One custodian shall be employed by the parent group to provide assistance during the party. The building chief will select the custodian to be hired from the school staff and will inform community education who was chosen.

8. **Clean-up**

- 8.1 The committee is required to complete clean-up the morning following the party.
- 8.2 If the committee needs clean-up help, they must request help from and pay additional school custodians. All custodial time will be charged to the committee through community education.
- 8.3 The committee shall request and pay for garbage pick-up the morning after the event.