

Madison School District #38

Facility Usage Handbook

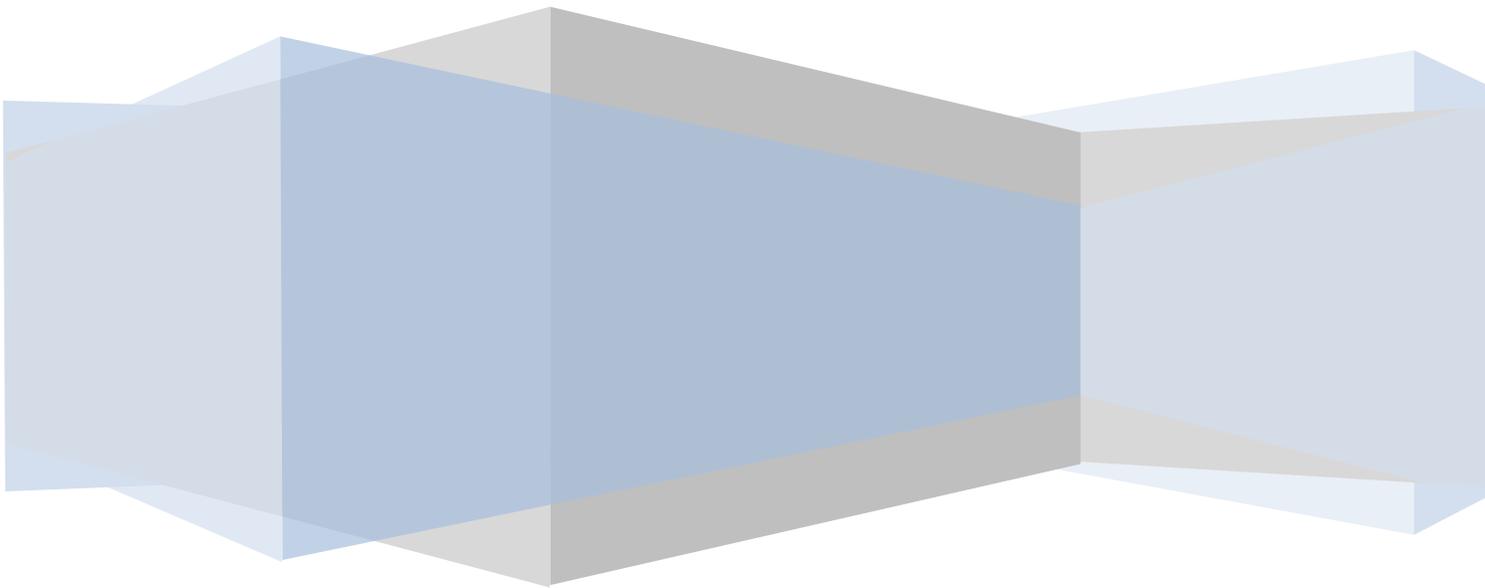


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It shall be the policy of the Board to grant the use of school facilities to public agencies and to responsible and properly organized community groups for the purposes of education, elections, and civic welfare. Such use shall not interfere with any school activity.

The MSD Governing Board

Except for activities that result in personal or corporate gain, the authorized representative of the Board may approve the use of school facilities by nonschool organizations. Charges shall be made according to the schedule of fees developed by the Superintendent and approved by the Board. Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. 15-1105. The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

The principal may deny a request to provide space for use as a polling place if within two (2) weeks after a request has been made the principal provides a written statement indicating a reason why the election cannot be held in the school that includes any of the following:

- Space is not available at the school.
- The safety or welfare of the students would be jeopardized.

Use of facilities shall:

- Be approved by the Superintendent or designee.
- Not interfere with any school activity.
- Be under the supervision of school personnel.
- Be granted with the requirement that all groups using the facilities *or renting buses* carry insurance.
- Not be given to any organization for the exclusive use of any portion of District facilities for an extended period of time.
- Not be granted for any activities for the purpose of advancing any doctrine or theory subversive to the constitution and laws of the United States or the state of Arizona.

Responsibility for proper use of District facilities

Proper supervision of program, participants, and activities must be provided by organizations using District facilities. All users are to be in compliance with District policies and regulations concerning facility use.

No modifications of school premises shall be made without approval by the Governing Board.

The District shall be responsible for:

- Maintaining the existing facilities in accordance with safety standards and District standards for general maintenance. Improvements requested by an organization shall be approved by the Board and must be done under the supervision of the District.
- Maintaining field lights to meet existing safety codes (as set by the Industrial Commission).
- Renovating and reseeded playing fields at District cost to maintain them free from safety and health hazards.
- No rentals will be granted from June 15 through the opening of school to allow for construction and annual maintenance.
- Maintain bleachers and the exterior of concession stands. Mow grass as necessary and remove pitcher's mounds at the conclusion of the season's activities.

Restricted Use of School Facilities

Interference with lawful use of an educational institution

- Arizona Revised Statutes state that no person shall go upon or remain upon the property of any educational institution in violation of any rule or regulation of such institution or for the purpose of interfering with the lawful use of such property in such manner as to deny or interfere with the lawful use of such property by others. When the chief administration officer or designee has probable cause to believe that any person or persons are committing an act or acts that interfere with or disrupt the lawful use of such property by others at the educational institution, or has probable cause to believe that a person or persons have entered upon the property for the purpose of committing such an act or acts, said officer or employee may order such person or persons to leave the property. No person shall refuse to obey the order. The penalty for violation of this law is a fine not to exceed five hundred dollars (\$500) or by imprisonment in the county jail for a period not to exceed one (1) year, or both.
- Arizona Revised Statutes indicate that a person who without legitimate reason loiters about a school where children are in attendance or a nearby public place frequented by school children shall be deemed a vagrant and shall be punished by a fine of not more than three hundred dollars (\$300), by imprisonment in the county jail for not more than six (6) months, or both.

Use of school facilities after darkness

To reduce the incidence of vandalism, assault on personnel, and other misconduct on school premises, the use of facilities after daylight hours is limited to employees and those engaged in District-sponsored activities or activities sponsored under contractual arrangements with the Governing Board. When evening activities are authorized, they shall terminate by 10:00 p.m. unless previous written approval has been granted by the Superintendent.

The Board has authorized the Superintendent to:

- Recommend to the Board such security and/or patrol services as are necessary to implement these regulations.
- Place "No Trespassing" signs upon school property.

Authorize principals to call police in instances of infringement upon this regulation or statutes.

Rules and regulations for facility users Procedures for processing use of facility applications

- On line requests are available on the Madison Web site (www.madisonaz.org) under the Community tab and then the facility rental link.
- Every organization must create and use a SchoolDude account to requests use.
- A copy of policy, regulations, and procedures are posted in the documents folder
- The on-line form must be filled out completely and must be submitted at least two (2) weeks prior to the date of the activity. A certificate of liability insurance coverage in the minimum amount of one million dollars (\$1,000,000) combined single limit for bodily injury and property damage must be submitted with the application to use facilities. An unexpired certificate must be on file with Community Education. If there is more than one (1) activity, scheduled games, etc., a complete schedule of all times to be used shall be included in the request.
- School secretaries will make a preliminary approval.
- The Community Education Department will make the final approval. Request will not be honored until Community Education approves the requests. Upon approval, an invoice will be created and emailed.
- The amount charged will appear on the invoice. However, additional charges may be levied pursuant to District regulations or changes to the actual times facilities were used.

All charges are due and payable upon invoice due date and net 30 terms.

Rules and regulations for use of facility

- The applicant must become familiar with and agree to abide by the District's printed rules and regulations governing use of District facilities. The responsibility for proper use of school facilities and observance of the rules and regulations is with the lessee.
- The Governing Board and the school administrator reserve the right to cancel any rental agreement if, after investigation, it is determined that such use is not in the best interest of the District.
- All activities must be under the supervision of competent adults, and the organization that is using the school facility will assume full responsibility for payment for all damage to facilities and loss/damage to equipment.

Facility representatives

A District facility representative or a school custodian must be on duty for every scheduled activity. Prior to the use of the facility, secretaries along with the Community Education Department will arrange for someone to serve as facility representative. An employee of Madison may volunteer may serve as facility representative if the Community Education Department and Principal agree.

Keys

Keys will be provided only to District facilities representatives. Field lights are to be operated only by the District facilities representative during authorized hours.

All proposed activities must be coordinated by the Community Education Department in order to make provision for irrigation, grounds renovation, maintenance, utilization of facilities by other organizations, etc.

The schedule of activities may not extend beyond the date of requested without concurrence of the principal and Community Education. Authorization to extend will be approved by the Community Education Department. The organization will be billed for additional services required.

Athletic Games

No games are to be scheduled after 6:00 p.m. on Sundays. Official games are not to be scheduled before the close of the school year except if the sponsoring organization and the school principal agree upon a schedule that avoids undue interference with school activities. During the school year no activity may begin prior to 5:30 p.m.

Concussion Compliance SB 1521

Guidelines, information and forms, developed in consultation with a statewide private entity that supervises interscholastic activities, to inform and educate coaches, pupils and parents of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion. The policies and procedures shall require that, before a pupil participates in an athletic activity, the pupil and the pupil's parent must sign an information form at least once each school year that states that the parent is aware of the nature and risk of concussion. The policies and procedures shall require that a pupil who is suspected of sustaining a concussion in a practice session, game or other interscholastic athletic activity be immediately removed from the athletic activity. A coach from the pupil's team or an official or a licensed health care provider may remove a pupil from play. A team parent may also remove his or her own child from play. A pupil may return to play on the same day if a health care provider rules out a suspected concussion at the time the pupil is removed from play. On a subsequent day, the pupil may return to play if the pupil has been evaluated by and received written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries. for the purposes of this subdivision, "a health care provider" means a physician who is licensed pursuant to title 32, chapter 13 or 17, an athletic trainer who is licensed pursuant to title 32, chapter 41, a nurse practitioner who is licensed pursuant to title 32, chapter 15, and a physician assistant who is licensed pursuant to title 32, chapter 25. A health care provider who is a volunteer and who provides clearance to participate in athletic activity on the day of the suspected injury or on a subsequent day is immune from civil liability with respect to all decisions made and actions taken that are based on good faith implementation of the requirements of this subdivision, except in cases of gross negligence or wanton or willful neglect. A school district, school district employee, team coach, official, team volunteer or a parent or guardian of a team member is not subject to civil liability for any act, omission or policy undertaken in good faith to comply with the requirements of this subdivision or for a decision made or an action taken by a health care provider. **A group or organization that uses property or facilities owned or operated by a school district for athletic activities shall comply with the requirements of this subdivision.** A school district and its employees and volunteers are not subject to civil liability for any other person or organization's failure or alleged failure to comply with the requirements of this subdivision. This subdivision does not apply to teams that are based in another state and that participate in an athletic activity in this state. For the purposes of this subdivision, athletic activity does not include dance, rhythmic gymnastics, competitions or exhibitions of academic skills or knowledge or other similar forms of physical noncontact activities, civic activities or academic activities, whether engaged in for the purposes of competition or recreation.

Lights

During the School Year

Games involving students in grades K - 4:

Games are to be completed by 8:00 p.m.

Lighting goes to partial banking by 9:00 p.m. if needed for further cleanup. Lights are to be turned off by 10:00 p.m.

Games involving students in grades 5 - 8:

Games are to be completed by 9:00 p.m.

Lighting goes to partial banking by 9:00 p.m. if needed for further cleanup. Lights are to be turned off by

10:00 p.m.

Summer Hours

Lights are to be turned off by 10:00 p.m.

The above rules are for Monday through Thursday nights. On Friday, lights may remain on until 10:00 p.m. but groups are to be completely off the facility before 10:00 p.m. when the custodian leaves.

Fences

Outfield fences or other temporary structures shall not be erected earlier than three (3) weeks prior to the close of the school year, and then only with the concurrence of the school principal. They are to be removed and stored within one (1) week of the end of the regular game schedule unless written permission to extend that time is received from the Director of Community Education and Director of Maintenance. Holes drilled for fences and other purposes may not be more than six (6) inches in diameter unless specific permission is received from the Director of Community Education and Director of Maintenance. Holes and other site damage are to be satisfactorily repaired immediately upon removal of fences and structures. Fences and other temporary structures not removed within the designated time will be removed by the District, and the organization will be charged for the time and expenses incurred.

Concession stands

Concession stands may be opened, subject to approval by the principal at the time major games begin, provided arrangements are made by the organization to have someone present to accept deliveries of supplies. Glass containers and articles shall not be dispensed by the concession stands. Concession stands must be closed not later than 8:30 p.m. during the school year and 10:00 p.m. after the close of school.

Concession stands must abide by the Health Standards for Handling Food and groups must purchase any necessary food handling permits.

Athletic programs and activities shall be scheduled so as to return the facilities to the District no later than June 1 to allow time for renovating the grounds for the regular school program.

No modification of the school premises shall be made without concurrence of the Director of Community Education and Director of Maintenance.

Vehicles on fields and grounds are limited to instances approved by the Director of Maintenance for maintenance of the playing fields or the pickup of trash cans. Horses are not permitted on the school grounds or parking areas. Motor scooters and other motor-driven vehicles are permitted on the parking areas for normal traffic and parking utilization only.

Parking lots and other school premises may be used for special purposes only upon approval by Community Education.

Public address systems, when used, shall be operated with a volume setting low enough to avoid disturbance of households in areas adjacent to the schools. Excessive loudness, unnecessary announcements, and extraneous comments are to be avoided.

The organization is to have supervision on hand at all activities to ensure the orderly conduct of all

participants (including spectators), to supervise grounds cleanup, and to assist the District facilities representative in assuring that all activities are in compliance with District policies and regulations.

Equipment and materials

Athletic organizations must furnish all equipment and materials without cost or obligation to the District. No equipment or materials will be left or stored on District premises without written permission from the Director of Community Education and Director of Maintenance. When an organization stores equipment or materials on District premises, the District must be absolved from responsibility for such materials and equipment.

School equipment and materials are not authorized for use for any purposes beyond the District program unless special agreements are signed allowing such use. Use must be in conjunction with the purpose and activities of groups authorized to use facilities in accordance with District policies and regulations. Whenever equipment is authorized for use in conjunction with the use of facilities, the user of the facility must guarantee that properly trained operators will be provided for the equipment and that all equipment used shall be in the same condition as it was prior to its use. A charge shall be made at the close of the activity for all materials used.

Cleanup of fields

The groups using the field are responsible for the cleanup of the field after their activities. The emptying of cans will be done by the groups when cans are available. If not, the plant foreman will empty.

Sponsorship or endorsement of programs and activities

Whenever the District authorizes the use of its facilities by agreement with any organization (except PTA or PFC-sponsored summer schools) in accordance with District policies and regulations, it does not endorse, sponsor, or accept liability for the program, the activity, or injuries sustained by any person on the premises in conjunction with such activity.

The District recognizes the fact that sports groups who use the District facilities may use advertising as a way to generate funds. This may be permitted but must be approved by Community Education. No advertisement is permitted that will promote the sale and/or use of any alcohol, tobacco, illegal drugs or narcotics, firearms, or weapons, The advertisement of any tavern or establishment in business to cater to people over age twenty-one (21) is also prohibited.

Fees for Use of Facilities

Organizations, whether private, nonprofit, or religious, that use the facilities primarily for adult activities or recreation shall be charged a fee in accordance with the schedule of fees. Examples of such organizations are clubs, churches, theater or entertainment groups, studios, university extension classes, meetings of political parties, etc.

Organizations whose activities are directly supportive of the District program and focus their activities upon the involvement of children residing in the community will not be charged for the use of facilities but will be charged for utility costs. Examples of these organizations are PTA or PTO, Boy Scouts, Campfire Girls and Girl Scouts.

School recreational groups such as Little League, RAMMS, Pop Warner, etc., shall be charged a reduced rate as stipulated in KG-E under class definitions, facility charges.

Other organizations not directly related to the support of the District shall also be permitted to use school facilities under stipulated conditions without charge. These would include sponsored activities for Madison students; In-service, job-related training for District personnel; Community Education sponsored services; City, County, State meetings for the public good if conducted during normal operating hours of the District, Elections if conducted during normal operating hours of the Districts.

Duties of the District Facilities Representative

When any organization uses District facilities, a District employee must be in attendance to act as the District representative, to provide liaison between the user of facilities and the District, to protect those facilities from unusual wear and tear or abuse, to provide access, to secure the facilities upon the completion of the group's activities, and in all ways to protect the interests of the District when the facilities are being used for other than school purposes. During the school year, when custodial staff members are available, they may be assigned by the Community Education Department to fulfill these responsibilities.

General outline of duties

The facilities representative serves as a representative of the Community Education Department in communicating with the organizations using the facilities concerning District policies and regulations, possible conflicts of schedules, the reporting of noncompliance with policies, including the special provisions outlined in supplementary regulations..

Specific duties:

- To act as host to the user groups.
- To provide liaison and communication between the District and user groups.
- To be present at all scheduled activities.
- To turn on utilities and turn off utilities.
- To enforce adherence to all time limits as agreed upon in the application and agreement form for use of facilities.
- To ascertain that persons coming onto the school grounds but not attending the activities of the organization are supervised in such a way as to prevent malicious mischief or damage to or theft of the school's property and buildings. (The facilities representative shall do this by direct cooperation with police authorities in compliance with District policy.)
- To keep locked all gates that provide access to the grounds by vehicles.
-

Cancellation of Outdoor Facilities

- Five- (5) business days notice of cancellation is required for outdoor facility use.
- Failure to provide five business days notice will result in a \$25.00 penalty per use and custodial charges invoiced prior to the cancellation will apply.
- Field usage fees (in addition to the custodial charges) are nonrefundable when cancellations are received less than 5 days prior to the scheduled use.
- Weather conditions may deem it impossible to safely use fields. In these cases, if the District is informed within 24 hours of the approved date that the lessee was not able to use the field(s) due to weather conditions, the lessee's account will be appropriately credited.
- Madison School District reserves the right to cancel any approved use of outdoor facilities when repairs, maintenance, or Madison sponsored events must take place in/on the facility. In such cases the District agrees to provide a minimum of twenty-four (24) hours notice to the lessee and to provide the lessee with alternative arrangements if available.

Special Personnel

If special personnel (i.e., security, parking attendants) are required, the District and the organization will agree on such personnel and any fees associated with them.

Storage

Approval of storage space is contingent upon space availability at the designated site. The fee is based upon the monthly cost per square foot of space used.

Cancellation of Indoor Facilities

- Prior to each scheduled use, five- (5) business days notice of cancellation is required.
- Failure to provide five (5) business days notice will result in a \$25.00 penalty per use and custodial charges invoiced prior to the cancellation will apply.
- Hourly facility fees and custodial charges are non-refundable when cancellations are received less than 5 days prior to the scheduled use.
- Madison School District reserves the right to cancel any approved use of indoor facilities when repairs, maintenance, or Madison sponsored events must take place in/on the facility. In such cases the District agrees to provide a minimum of twenty-four (24) hours notice to the lessee and to provide the lessee with alternative arrangements

FEES

Fees are due and payable in accordance with the invoice

Change processing fee \$15.00 per change

Late fee

\$25.00 per occurrence

Charged when payment due dates are not met.

Cancellation & Penalty Fee \$25.00 per occurrence

Charged when more space was used than was requested and approved. Charged when 5-business days notice for canceling the use of a gym or field is not given (in addition to the hourly fees).

Insufficient Funds Fee \$25.00 per occurrence

Charged when credit card is declined or check is returned.

Goods and Services Contributed Procedure:

- o All in kind request will be submitted to Community Education for pre-approval. Only those items approved by Madison that benefit all students will be considered. Madison reserves the right to reject any requests.
- o In kind approval cannot be in excess of 100% of the organization's facility usage fees. No organization will be able to carry forward any credit balance.
- o The agreed upon in-kind will be recorded with Community Education
- o Organizations will send copies of receipts (not estimates) to Community Education to be recorded as In-Kind.
- o Approval of any labor for in kind will be contingent of a copy of a W-9 or canceled checks.

USE OF FACILITIES FEE SCHEDULE*

Athletic fields without lights	Waived	\$3.00	\$15.00	\$40.00
Cafeteria: with kitchen	Waived	\$40.00	\$50.00	\$70.00
Cafeteria: without kitchen	Waived	\$20.00	\$30.00	\$40.00
Chiller/Heater Start-up (flat price, not per hour)	\$40.00	\$40.00	\$40.00	\$40.00
Classrooms/Portables (excludes Science Room)	Waived	\$7.00	\$12.00	\$20.00
Conference rooms (School)	Waived	\$20.00	\$30.00	\$40.00
Computer, projector, screen, mics	Waived	\$10.00	\$10.00	\$10.00
District Office Board Room	Waived	\$20.00	\$40.00	\$50.00
Elementary Playground	Waived	\$7.00	\$12.00	\$20.00
Facilities Rep	Waived	\$25.00	\$25.00	\$25.00
Gymnasium	Waived	\$30.00	\$40.00	\$50.00
Library/Media Center	Waived	\$20.00	\$30.00	\$40.00
P.E. Building Lower grade	Waived	\$20.00	\$30.00	\$40.00
Restrooms (Flat fee per day)	Waived	\$40.00	\$40.00	\$40.00
School Parking Lot	Waived	\$5.00	\$8.00	\$10.00
Science room	Waived	\$15.00	\$20.00	\$25.00
Technology Staff	Waived	\$25.00	\$25.00	\$25.00
Utility Charge- Small area (classrooms)	\$5.00	\$5.00	\$5.00	\$5.00
Utility Charge- Large area (fields, gyms, café ...)	\$20.00	\$20.00	\$20.00	\$20.00

Fees listed per hour

Other organizations not directly related to the support of the District shall also be permitted to use school facilities under stipulated conditions without charge. These would include sponsored activities for Madison students; In-service, job-related training for District personnel; Community Education sponsored services; City, County, State meetings for the public good if **conducted during normal operating hours** of the District, Elections if conducted during normal operating hours of the Districts

Class Definitions

<p>Class I</p> <p>Activities associated with Madison District:</p> <ul style="list-style-type: none"> • School sponsored activities for students <ul style="list-style-type: none"> • In-service, job-related training for District personnel • Community Education sponsored services <ul style="list-style-type: none"> • School-related groups and organizations (i.e., PTA) • Non-profit organizations sponsoring activities for school children (i.e., Scouts, Campfires) • City, County, State (i.e., civic meetings) <ul style="list-style-type: none"> • Election meetings (i.e., neighborhood information) 	<p>Class II</p> <p>Non-school, non-profit service organizations or youth sports clubs if majority of participants are Madison students:</p> <ul style="list-style-type: none"> • RAMMS, Pop Warner, Little League, City of Phoenix Parks & Rec., etc. • Community Education programs for profit (such as Chess Emporium, AIT, Gymnastics, etc.)
<p>Class III</p> <ul style="list-style-type: none"> • High School sports groups • K-8 sports groups with majority of participants non-Madison students • YMCA, Rotary, Lions, etc... • Church services or functions • Colleges, universities, charter schools • Home owner associations 	<p>Class IV</p> <ul style="list-style-type: none"> • Non-profit groups who do not qualify under Class II • Commercial • Profit making groups • Adult athletic groups • Activities involving or geared to adults

*The fees in the chart reflect weekday fees. All classes will pay additional fees for school closure days. These fees include but are not limited to utilities, area rented, facility representatives, restrooms and 1 hour of set up and break down time.

POLICY**POLICY**

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal
- operations of an educational institution by either:
- Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
- Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above-identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S.13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer

or has obtained specific authorization from the appropriate school administrator.

Additional requirements of the General Public

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.

Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.

Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.

The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the person.