

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

- A. The board of education authorizes the administration to contract for the use of local governmental facilities when doing so is in support of school programs and activities.
- B. The individual requesting a booking at the Rushmore Plaza Civic Center will contact the building principal or immediate supervisor.
- C. The principal/supervisor will contact the appropriate director.
- D. The director will contact the business office regarding the requested booking.
- E. The business office will contact the Rushmore Plaza Civic Center and make the necessary arrangements.
- F. The business office will notify the director that arrangements have been made as requested or of any alternate arrangements that may have been suggested.
- G. When the copies of the lease agreement for the booking are received from the Civic Center, the business office will obtain the signature of the director on each copy, as well as the signature of the business manager, and return all copies to the Civic Center for signing by management.
- H. One copy with appropriate signatures will be returned to the business office for permanent record.

Adopted 03/23/82
Reviewed 05/24/88
Revised 05/10/94
Reviewed 06/13/00