

- 4.1.2 All bookings must have a board employee on site during the function.
- 4.1.3 Use of Board equipment requires prior approval and all equipment will be operated by individuals who are versed in the use of such equipment.
- 4.1.4 Functions will be scheduled around the existing custodial duty hours at the location of the booking.
- 4.1.5 Food and beverages will be the responsibility of the groups using the facilities along with the clean up required.
- 4.1.6 Decorations, props, etc. will be approved prior to bookings and removed at the end of the function by the group using the facilities.

5.0 **Board Contacts**

Meeting Rooms will be booked through the individual sites. Discussion or clarification of this guideline should be directed to the Office of the Director of Education.