



Rules Governing the Use Telra Institute Facilities

The rules governing the use of school facilities are listed below. The Community Use of Schools Department may modify such rules in its reasonable discretion and shall provide users with a copy of the current rules.

1. All activities must be under appropriate adult supervision and the user is responsible to provide such proper supervision.
2. All renters must observe the posted occupancy limits on the spaces they are renting and not exceed such limits.
3. All renters must sign a Contract with the Telra Supporting Organization and submit a valid Certificate of Insurance.
4. If the user's group exceeds 250 people, the Telra Supporting Organization reserves the right to require a (1) uniformed police officer on site for crowd as well as traffic control. It will be the applicant's responsibility to schedule and compensate any officers required by this section.
5. Hallways and common areas are not rentable spaces except in special circumstances. The placing of furniture or other items that may restrict ingress or egress to and from the building is strictly prohibited.
6. All renters should be familiar with Charlotte or Mecklenburg County Fire Departments and NFPA regulations related to assembly, blocking of egress and emergency exits, storage of materials, illegal wiring, etc. Any questions related to these subjects may be obtained by contacting the Charlotte or [Mecklenburg County Fire Departments](#) where applicable, or the Chief Operations Officer or Operations Site Director. Failure to adhere to the applicable codes may result in visits by the regulatory officials and having such authority, causing the cancellation of scheduled events at such time as the discovery of the code violations or even during the scheduled event. Regulatory officials have the authority to cause the removal of or arrest of patrons from the facilities for failure to follow cease and desist orders.
8. No modifications to TELRA INSTITUTE facilities may be made without the express permission of the Telra Operations Team. This includes the installation of audiovisual

equipment, sound boards, control panels, spotlights or other lighting, lighting controls, etc. Principals do NOT have the authority to allow additions or modifications to the facilities. Permission for this must be obtained from the school's Operations Team.

9. The user shall not wire or connect electrical equipment such as stage lighting equipment, or adjust the heat or air conditioning controls.
10. Disconnecting or obstructing any of the building life safety devices, such as emergency exit signs or smoke detectors is strictly prohibited.
11. The user shall not drive nails, tacks, or screws into the floors, walls, ceilings, furniture or any other school property.
12. The user shall not paint, wallpaper, mark, or deface any school property.
13. The use of candles or any other open flames is prohibited.
14. TELRA INSTITUTE also prohibits any pyrotechnic displays or "fog or smoke machines" from use in its facilities.
15. No fans or portable heaters are allowed. "Daisy chaining" of electrical extension cords is prohibited.
16. Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the applicant. The user shall protect all floors when moving furniture and/or equipment. School furniture must be returned to the original setup by the applicant at the end of each day. Any equipment or personal property not usually needed in connection with the approved use may not be brought into any school building without prior approval of the principal. Any such approved items are to be removed by the applicant at the end of the contracted time each day.
17. Signs, athletic supplies, etc. are to be removed at the end of the contracted time.
18. The school facilities and playing fields are to be left clean with all litter removed.
19. All vehicles must be parked in designated paved areas only. Absolutely no vehicles allowed on the grass or landscaped areas, and none should park in a properly marked Fire Lane.
20. No alcoholic beverages, weapons, drugs or tobacco products are allowed anywhere on the premises.
21. Gambling is also prohibited on TELRA INSTITUTE properties.
22. No facility may be rented later than 10:30 p.m. unless with the specific permission of the Chief Operations Officer, Chancellor or the school Principal.

23. Users shall not discriminate against any person on the basis of sex, national origin, race, ethnic background, color, religion, age or disability in any of its programs or activities (except where discrimination is appropriate and permitted by law, e.g. age restrictions on participants).
24. The user, its guests and invitees shall wear appropriate athletic shoes when using gymnasiums for any purposes.
25. The user shall leave the school premises promptly when its contracted time has expired.
26. All users are to follow the instructions of the principal or designee when utilizing the school facility.