

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

The Board encourages the proper community use of school facilities. It is necessary, however, to ensure that such use does not interfere with regular school purposes, impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance. Therefore, specific regulations have been established.

Conditions Governing Use of School Facilities

1. During school years when school district finances are at an appropriate level to fund all school programs properly, the fees for "In School District" groups shall be waived.
2. Non-profit groups that desire to use facilities shall be treated as "In School Groups".
3. Individuals who perform acts of service for the school district are eligible to receive proper credit toward the use of facilities at reduced rates or for classification as an "In School Group".
4. No building will be used for commercial or personal gain.
5. No building will be used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
6. Out-of-school groups will not begin with their activities until school is dismissed in the afternoon, and the students have left the building.
7. On days when school is closed because of snow or other calamity, all activities scheduled for that date will be cancelled or postponed.
8. No group will, under any circumstances, tamper with any electrical or heating controls.
9. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present. The group is responsible for paying this school employee at their appropriate rate.
10. The Board prohibits the use of all tobacco products 24 hours a day in all district owned, leased or contracted buildings.
11. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds.

12. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent.
13. In all cases of facility use, use of a custodian is required at any time the building is open. If the activity is held after custodial hours (10:00 P.M. Monday through Friday and all day Saturday and Sunday), the group is responsible for custodial costs at the appropriate rate (time and one half for overtime Monday through Saturday and double time on Sundays and legal holidays).

Permits

A permit is necessary when a group or organization not part of the School District wants to use a school building or grounds. An applicant for a permit must assure the Superintendent that the group/organization will comply with all regulations and will respect the property, equipment and grounds of the school.

A sponsoring organization or group will indicate that it will:

1. provide a program which will promote the welfare of the community and be for community purposes;
2. guarantee orderly behavior;
3. underwrite any damages due to its use of the premises;
4. pay for the use of equipment, property or grounds at the established rates;
5. present to the District either a waiver of liability or evidence of possession of liability insurance; and
6. provide telephone access to all participants in case of an emergency.

Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be made with the Superintendent. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware will require the assignment of a lunchroom employee.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. Therefore, it will be a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent.

Adoption date: April 17, 2001