

Section 9000 – General Public and Organizational Relations

9250-R Use of District Facilities (Cf. 3340)

9250-R

Building administrators will have authority for the use of the facility during the regular school day. After regular school hours, the building administrator, in collaboration with the Superintendent, will facilitate the use of school facilities by community groups and volunteers for the benefit of students and the community within the constraints of available funds.

1. The following school functions and activities will be given first consideration for use of facilities:
 - a. Functions that are an extension of school daytime programs (i.e., athletics, drama, and other student activities).
 - b. Evening academic, vocational, and technical programs sponsored by the Board of Education.
 - c. Parent(s)/Guardian(s)/teacher association business meetings, parent(s)/guardian(s)/teacher/student organizational meetings, or parent(s)/guardian(s) council business meetings.
 - d. Special meetings called by the Board of Education, the Superintendent, or administrative staff.
 - e. Uses for elections and meetings to explain school elections.
 - f. Contractual agreements with employee groups.
2. Local non-profit groups (e.g., youth groups and neighborhood associations) not directly sponsored by the Board will be given reasonable consideration for use of facilities/grounds.
3. Non-local, non-profit, or profit-making groups will be given consideration for use of facilities/grounds.

Facilities Requests

1. Written requests for school facility use will originate at the office of the administrator directly in charge of that facility.
Facility requests for summer use, when a building is typically closed, should be sent directly to the Superintendent's office.

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2. All requests should be submitted on the appropriate application form and sent to the building administrator at least ten (10) working days prior to the date of use. Forms may be obtained from the Superintendent's office.
3. The building administrator or his/her designee will ensure that all programs have an appropriate adult supervision and security and will notify the building manager/head custodian which adult will be responsible for the activity, prior to the actual use of the building.
4. If an application is denied by the building/program administrator and/or the executive Director of operations, the applicant may appeal to the Superintendent.

Special Use of Facilities

1. No person, at any time, shall smoke, chew, or otherwise use tobacco products, of any kind, on School District property, on property under the control of the school District, nor in School District vehicles.
2. Possessing, using, soliciting, or being under the influence of intoxicants and/or illegal drugs is prohibited.
3. Possession of weapons on school property is prohibited.
4. Facility use will be in accordance with the following guidelines:
 - a. The use will not interrupt or interfere with the regular operations of the schools.
 - b. The use will be in accordance with policies and rules established by the Board, appropriate laws, and regulatory agencies.
 - c. The use will not interfere with necessary repairs or maintenance.
 - d. When appropriate, adequate protection for liability and damage claims must be provided.
 - e. The use will be suited for available facilities:
 1. Does not constitute a clear and present danger to persons in attendance.
 2. Does not constitute a clear and present danger to personal and public health, safety, and welfare.
 3. Does not constitute a clear and present danger of damage to private and/or public property.

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4. Does not violate fire safety laws, contribute to, or result in a fire hazard. Flammable materials shall not be brought into any school without authorization and no pyrotechnic materials or devices will be allowed in any District building or on any District property at any time.
- f. Individuals, organizations, and groups not under the direct control of the Board may distribute literature and set up exhibits with the written approval of the Superintendent.
5. A deposit fee established by the Superintendent must be made before any school equipment may be removed from the school grounds. The deposit will be given to the appropriate building Principal and will be returned when the equipment is returned and deemed to be in working order. The following provisions and costs will be the responsibility of the user of school facilities:
 - a. Adequate adult supervision.
 - b. Adequate crowd and traffic control.
 - c. Protection of private and public property. User shall furnish a bond covering liability and property damage, if required.
 - d. Other direct and indirect costs, such as utilities, cleaning, set-up and special equipment, and use fees.
6. Board equipment may be used with approval and only by persons knowledgeable in the operation and safety of its use. Persons qualified will be determined by the building administrator.
7. The personal use of facilities, such as private receptions, etc., will be prohibited.

Charges for Use of Facilities

The decision of whether a school facility request meets the criteria for free use will be determined by the Superintendent's office. Appropriate schedules and rental rates for the use of school facilities will be determined annually by the District.

Rules Accepted: June 29, 2009

Revised: June 29, 2017