

COMMUNITY USE OF SCHOOL FACILITIES

P1500

District residents are encouraged to use school facilities for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used. All meetings must be non-exclusive and be open to the general public.

The Superintendent shall prescribe regulations, subject to approval by the Board, for the use of any school facility. The Superintendent shall designate a supervisor of operations to schedule the use of school facilities, ensure that economical and efficient use is made of the time and space available, and issue permits.

In addition to compliance with all applicable state laws, the regulations must:

1. Assure the protection of school property.
2. Provide for the health and safety of all people involved in the activity.
3. Establish guidelines to determine when a fee should be charged for an activity or the use of a school facility.
4. Provide fee schedules for when the use of a facility is to be charged to the user.
5. Require payment for any damage or loss, whether or not a fee for use has been charged.
6. Require that the user maintain adequate insurance to protect the district.

The Superintendent has the right to request the following information when an application is submitted:

- a. Constitution of the organization
- b. By-laws currently in effect
- c. Names of officers
- d. List of members

All permits for the use of any school facility will be issued for specified hours, are nontransferable, and are restricted to the specified purposes for which issued. The Superintendent, or his designee may revoke any permit at any time.

The Superintendent may make interim changes in the regulations in appropriate situations, but must tender notice to the Board. Permanent changes in the regulations must be approved by the Board.

APPLICATION AND APPROVAL FOR USE OF FACILITIES AND EQUIPMENT

The use of all facilities in the district during non-school hours must be approved by the facilities coordinator.

Applications may be picked up at any school and forwarded to the facilities coordinator. All applications should be sent two weeks prior to the event being scheduled.

Any application requiring insurance or payment of fees will be processed with a copy sent to the involved party. Proof of insurance needs to be in writing before the event and fees should be paid in a timely manner.

All groups using the school facilities will have a responsible adult in attendance. The school district will in turn make sure that the facilities are in good order and that the contract is carried out. Responsibility for damage is given to the users of the facility. The Facilities Coordinator may cancel or refuse facility use for non-compliance of contract.

Contracts may be altered or cancelled when school activities dictate such actions.

The facilities coordinator may cancel or refuse facility use for non-compliance of the contract.

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