

USE OF SCHOOL FACILITIES

Conditions of Use

1. The Superintendent or designee shall process requests to use school facilities or grounds in accordance with district policies and regulations and may impose conditions on use as needed to preserve order in school buildings and on school grounds and to protect school facilities.
 2. Facility users must comply with all applicable state and federal laws, City and Borough ordinances, school district policies and rules and facility use agreement conditions.
 3. Violation of school rules shall restrict subsequent facility use and may result in cancellation of the current agreement.
 4. Groups and persons using any school facility shall be supervised by school personnel or other adults through arrangements approved by the Superintendent or designee.
 5. Use or possession of alcoholic beverages and/or illegal use or possession of drugs is prohibited. Tobacco use by students, all district employees, contractors and visitors is prohibited on all district property at all times. Tobacco possession by district students and visiting students is prohibited.
 6. Fire and safety regulations shall be observed. Facility use that represents a safety or security risk to the district is prohibited.
 7. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session. After use for partisan or religious activities, each group or individual shall police the use area to ensure that all partisan or religious items and information are removed from the facility use area.
 8. Groups or persons using school facilities under the provisions of this policy shall be liable for any property damage caused by the activity. The Superintendent or designee is authorized to charge the amount necessary to repair the damages and may deny the group further use of school facilities.
 9. Facility users are not to operate any school equipment or use facility areas other than those stipulated in the facility use agreement.
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USE OF SCHOOL FACILITIES (continued)

10. Installation of equipment or alteration of the facilities, use of materials that affect the condition of the floor, walls or other building parts may not be undertaken without specific approval of the building principal.
 11. The District is not responsible for loss of or damage to personal property by individuals or groups.
 12. Any kitchen use requires the additional approval of the Food Service Supervisor and separate fees and billing may be required. Users will contact the Food Service Supervisor for these arrangements. Sale of concessions during non-school activities is limited to approved outdoor booth and approved indoor kitchen/serving areas. Health permits are the responsibility of the applicant. The District does not provide using organizations any expendable supplies (e.g. trays, napkins, etc.) unless previously arranged through the Food Service Department. Charges will be assessed for such use. The using organization is responsible for leaving the kitchen in a clean and acceptable condition.
 13. Animals are prohibited. This does not prohibit the use of guide dogs by disabled persons.
 14. Any group using school facilities shall be liable for any injuries resulting from its or its members' or invitees' negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.
 15. Facility use agreements are not transferable.
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USE OF SCHOOL FACILITIES (continued)

Availability

School facilities shall normally be made available only outside of regular school hours. Except under unusual circumstances, they will not be made available on holidays, or for events continuing past 10 p.m. Non-school groups using the facilities may incur a charge for their use. This charge may vary with the nature of the activity requested.

The size of the group anticipated and the nature of the activity planned shall be appropriate to the particular facility used. Classrooms shall not be used for community purposes during the school year except by special permission of the building principal.

Application Procedures

The district reserves the right to reassign the requested space for any facility use to accommodate use by groups with higher priority, or for reasons of building security, maintenance requirements, energy economics, and appropriateness of the activity for the area requested.

1. Whenever possible, applications shall be filed with the School Principal or authorized designee ten days prior to the date the facilities are to be used.
2. The School Principal or authorized designee will be responsible for collecting all fees.
3. The School Principal or authorized designee will coordinate schedules with the principal to ensure curricular and co-curricular activities have first priority at all times.

Non-school users of school facilities shall designate a person to be in charge of the group using the facility.

When an admission fee is charged, the Superintendent or designee may require the filing of a statement of receipts and expenses.

Approved applications shall be revocable and shall not constitute leases.

The district shall provide normal custodial services. However, uses that require extra effort by custodians shall be cleared with the Superintendent or designee and may require the payment of extra charges.

USE OF SCHOOL FACILITIES (continued)

Priority of Use

Educational and extra-curricular programs of the school shall always be given first consideration in assignment of facilities use. The Community Education program shall be considered a part of the educational system for purposes of this policy.

Approval shall not be granted to groups or individuals for events that lack adequate arrangements for supervision.

School district approval to use facilities will be given impartially to individuals and groups within the same class of users. In weighing competing requests for the use of school facilities, preference shall be given in the following order:

1. School-sponsored events and other uses directly related to school or district operations (clubs, class events, school group performances, employee meetings, etc.)
 2. School support groups and other uses that are indirectly related to the schools, including fund-raising for school groups and activities (PTA, athletic booster groups, etc.)
 3. Non-profit activities for school-age youth (scouting, Little League, Boys & Girls Club of America, etc.)
 4. Public agency uses
 5. Community recreational, community service and cultural events open to all for free or for a modest fee
 6. Community special interest meetings or events (meetings of homeowners' associations, religious groups, political groups, etc.) (non-fundraising)
 7. Fundraising by non-profit groups (non-school related)
 8. Commercial and for-profit events, out-of-town groups, and private uses
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USE OF SCHOOL FACILITIES (continued)

User's Responsibilities

The following rules shall apply to all persons attending an activity on school property:

1. No alcoholic beverages, illegal drugs or controlled substances that have not been prescribed for the person using or possessing the substance, may be possessed or consumed on school property at any time.
2. No fighting, vandalism of school or other property, or disorderly conduct will be allowed on school property.
3. No person shall be allowed on school property while in an intoxicated state or while under the influence of a controlled substance.
4. No person may commit an act that would constitute a crime while on school property.

A person violating one or more of these rules will be asked to leave school premises. A person refusing to leave after such a request may be subject to arrest for trespass.

All materials used for decorating shall be first cleared with the Superintendent or designee and all debris shall be removed at the user's expense.

All regulations made by the Superintendent for the use of school facilities shall be observed.

User Agreement

Use of facilities by non-school related individuals, groups or organizations must be authorized pursuant to a signed facilities use agreement. Facilities shall be opened and closed by a school employee except by special permission of the Superintendent, principal or designee.

User Fees:

A fee will be charged for private uses and for profit-making and commercial uses of facilities in accordance with a schedule established by the Superintendent. All other uses shall be permitted without charge, other than assessments for unusual custodial, maintenance, energy or supervisory costs incurred by the District in connection with the use.

If fees and assessments are not paid promptly, the school district reserves the right to refuse future rentals.

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