

Scope of Use

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

Nonprofit Fund-Raising

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

For-Profit Use

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

Scheduling

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM]
The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

Approval of Use

The authority to approve the use of District buildings, grounds, furniture, and equipment is vested with the Superintendent or designee.

The principal is authorized to approve a nonschool use of facilities on a school campus. The athletic director is authorized to approve a nonschool use of District athletic facilities. The Superintendent is authorized to approve nonschool use of all other District facilities.

Weekend rentals shall be approved by the building principal.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

The Superintendent shall develop a schedule regarding times district facilities are available for rental.

Nonschool use of gymnasiums for practices shall be confined to the following:

Middle School Gymnasiums: Open to teams when District students make up at least 50 percent of the team's roster and/or the coach(es) of the team reside in the District

Intermediate School Gymnasium: Open to teams within or outside the District

Elementary School Gymnasium: Open to teams within or outside the District

Exception

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

Emergency Use

In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.

Facilities Not Available

The following District facilities shall not be available for nonschool use:

1. High school baseball fields.
2. High school softball fields.
3. High school gymnasium, with the exception of tournaments.

Use Agreement

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

Fees for Use

The Board has determined that usage fees shall be charged for the use of District buildings, grounds, furniture, and equipment. Usage fees shall cover expenses involved in providing custodial services, District security, utilities, and increased maintenance.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

All usage fees shall be determined by the Superintendent. The Superintendent shall publish a schedule of usage fees. Each campus shall be responsible for collecting all fees and lease agreements.

All usage fees shall be payable when District facilities are booked. The Superintendent may permit delayed payment from individuals or entities in unusual circumstances if prior arrangements are made.

Determining Usage
Fees

In determining the amount of usage fees to be paid by an individual or entity, the Superintendent may consider the following:

1. Whether the individual or entity will use the District's facilities during or outside of regular hours that the District will be using or occupying said facilities;
2. Whether the individual entity claims status as a nonprofit organization or has a commercial purpose; and,
3. Whether the individual or entity, regardless of its status, will charge admission or otherwise profit from the use of the facility.
4. Whether the individual is an employee of the District.

When a team or organization consists of at least 50 percent District students and/or the coach or sponsor is a resident of the District, a rental fee shall not be charged during weekday hours.

If a team or organization consisting of at least 50 percent District students and/or the coach or sponsor is a resident of the District wishes to practice on weekends or over holidays, a fee may be charged to cover the cost of a custodian.

Under the terms of these policies, a nonprofit organization shall mean an entity that possesses a current 501(c)(3) letter of determination exempting the entity from taxation. An entity may qualify as a nonprofit organization, even though it does not possess a current 501(c)(3) status, if such entity can demonstrate to the Superintendent that it is currently officially affiliated with an entity that possesses such exemption. A current 501(c)(3) Letter of Determination or proof of affiliation with an entity that possesses such a letter shall be filed, along with the lease agreement, with the District prior to obtaining approval for use of any District facility.

Use of Cafeteria or
Kitchen Equipment

If the cafeteria kitchen in any District facility is used, a District employee shall be on duty.

All groups shall be charged for use of the dining area, as well as a separate charge for use of the kitchen or kitchen equipment as set by the Superintendent.

**Performance Bond
or Deposit**

The Superintendent may require a performance bond or deposit for protection of the District's buildings, grounds, furniture, and equipment.

The Superintendent is vested with the authority to set the amount to be covered by the performance bond or deposit.

Insurance

The Superintendent may require that the user have in force a commercial general liability insurance policy in an amount to be determined by the Superintendent.

The District shall be named as an additional insured.

The Superintendent may require a "certificate of insurance." The certificate shall provide a ten-day notice of cancellation. The certificate shall be filed with the Superintendent before the use of said facilities.

Required Conduct

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

Abuse of Facilities

All groups using District facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

Applicants shall agree to use District facilities in a manner consistent with their intended use. If it is determined by the Superintendent that any individual or entity has abused or damaged District facilities, such individual or entity shall be required to pay all costs associated with fixing, remodeling, or curing said damage.

If any individual or entity is found to have abused District facilities, the Superintendent may refuse future applications for use of District facilities.