

Public Use

The Board permits public use of designated school facilities by District residents for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy.

**Approval of Use /
Administration**

The principal is authorized to approve use of facilities on his or her campus for school-sponsored or school-related activities. The Superintendent is authorized to approve use of other District facilities and of all nonschool-related use of District facilities. Written application to the appropriate administrator shall be made at least ten days in advance.

Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.

Approval shall not be granted for any purpose that would promote private enterprise for profit or for any request for long-term use.

[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]

Priorities

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school-support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations [see DGA].
5. Meetings and activities of other groups on a first-come, first-served basis. Examples of such groups include luncheon groups, the Chamber of Commerce, alumni clubs.

Fees for Use

Except for school-sponsored groups and school-support groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. The Superintendent shall publish a Board-adopted schedule of fees for the use of facilities.

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions,

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or for public meetings sponsored by state or local governmental agencies.

Facility fees shall not apply to meetings of employee organizations.

Established Fees

The following fees have been established for use of designated facilities by District residents for a minimum of five consecutive hours. For each additional hour the facility is used, the District shall charge \$25.

1. A minimum fee of \$100 for the use of the cafeteria dining room.
2. A minimum fee of \$50 for the use of the cafeteria kitchen.
3. A minimum fee of \$50 for the use of the junior high gym if an admission fee is charged.
4. A minimum fee of \$50 for the use of the multi-purpose room.

Conditions

The following conditions shall apply:

1. The same terms and conditions shall apply to all nonschool groups wishing to use school facilities.
2. The rental charge for the use of buildings shall be paid to the business office prior to use of school facilities.
3. Custodial services shall be provided as far as practicable and necessary. Keys shall not be issued unless it is impossible to furnish custodians.
4. Only school-sponsored student dances may be held in the junior high school gym.

Emergencies or Disasters

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

Required Conduct

Organizations using school facilities shall:

1. Conduct their 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 on school property.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

Release of Liability

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal

property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

**Distribution of
Nonschool Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

Prior Review

All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted to the Superintendent or designee for review.
2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
3. Using the standards below at LIMITATIONS ON CONTENT, the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate level.

Limitations on
Content

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]