

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.

The Superintendent shall establish rules governing free use of school facilities, as well as procedures and schedules for the rental of school facilities.

For purposes of this policy, "facilities" shall refer to the District's physical plants; that is, classrooms, gymnasiums, cafeterias, stadiums, practice fields, and the like. The term shall not apply to buses, billboards, technology, and other such 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

Approval of Use

The principal is authorized to approve use of facilities on his or her campus. The director of athletics is authorized to approve use of central athletics facilities. The Superintendent or designee is authorized to approve use of other 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.

Priorities

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

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; staff meetings related to official school business; and regularly scheduled maintenance.
2. Meetings and other activities of school-support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].

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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.

The individual administrator responsible for approval of use shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

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 to ensure recovery of all actual costs for use. The Superintendent or designee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

School Facilities

Unless approved by the District in writing, fees for use of District facilities shall be paid in advance directly to the office of facility use, not to a school or employee of the District. School facilities funds shall be deposited into the General Fund of the District.

Central Athletics Facilities

Unless approved by the District in writing, fees for use of central athletics facilities shall be paid in advance directly to the athletic office. Central athletics facilities funds shall be deposited into the athletic fund account.

Exceptions

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies.

Facility fees shall not apply to meetings of employee organizations.

Emergency Use

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

Community Organizations

The following provisions shall govern use of school facilities by community organizations:

1. Use of school facilities with no rental charge shall be allowed for the Parent-Teacher Association, booster clubs, Girl Scouts, Boy Scouts, Camp Fire Girls, and associations formed for the improvement and betterment of local communities if the meetings are properly supervised and chaperoned.

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2. The District shall rent certain facilities only to nonprofit organizations for entertainment, recreation, self-improvement, or community improvement when such rental does not interfere or conflict with any school activity.
3. School facilities may be rented by religious groups for religious purposes. The rental agreement shall be renewable annually.
4. Use of school facilities shall not be allowed when such use would be detrimental to the goals and objectives of the District as identified in District policy, or for activities that would be destructive to the buildings, furniture, or equipment.
5. The District may approve rental of school facilities to a profit-making business so long as the requested use is not for the purpose of generating profit for the business, unless the business has a contract or letter of understanding with the District that establishes that there is a benefit to the District.

Outdoor Facilities Unless otherwise posted, no approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose. The District may close such outdoor facilities to the public, on a scheduled or unscheduled basis, for maintenance or other purposes, as necessary.

Repeated Use The District may permit repeated use by any group or organization for nonschool purposes for up to one year at a time. The period of use and/or rental shall be negotiated by the building administrator or designee.

The limitation on repeated use by a nonschool group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children.

Required Conduct

Persons or groups 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, including signage, 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.

Effective Date This policy shall be effective as of the adoption date, May 24, 2010.