

**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.

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**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

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**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.

**Campaign-Related Use**

Except to the extent a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

**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 Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

**Approval of Use**

The Superintendent or designee is authorized to approve use of any District facility. The Superintendent or designee may revoke at any time the privileges granted for use of facilities, grounds, or equipment.

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 or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

**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.

**General Guidelines**

The following general guidelines shall govern nonschool use of facilities:

1. All requests for use of facilities must be made in writing to the Superintendent. The written request shall include the name of the organization, the name of the member of the organization responsible for supervising the use of the facility, the date and time for the use of the facility, the part of the facility that is being requested, and the nature of the activity for which the facility is being used.
2. The Superintendent must approve the schedule of classes and other events under the community education program; in doing so, he or she approves the use of the required facilities and the fees charged to participants in the classes and events.
3. Each organization requesting use of the school building must designate one person who shall assume responsibility for the supervision of each use by members of his or her organization. This person must sign the request.
4. The organization using the building shall be responsible for restoring it to the condition it was in before such use. If a District employee is the sponsor for the group requesting to use school facilities, that employee shall have the option of opening and locking the facility as well as providing supervision and ensuring that the facility is cleaned (if necessary) and restored to the condition it was in before it was used. If the sponsoring District employee does not want to assume these responsibilities, the District shall assign other employees for those duties, and the group shall be responsible for paying appropriate fees.

5. School buildings may be used occasionally during regular school hours only with the Superintendent's permission and if there is no interference with the regular school program.

**Fees for Use**

Nonschool users shall be charged a fee for the use of designated facilities.

The Board shall establish and the Superintendent shall 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.

**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 on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school 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.