

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

The Board desires to permit and encourage the fullest use of all school facilities in a manner that will serve the needs of the community. School facilities are designed primarily for school purposes and may be used without charge by school-related organizations. School facilities may be used by the public for meetings of an educational, civic, philanthropic, cultural, religious, social, or recreational nature intended to promote the public welfare and not conflict with school uses.

School facilities shall not be used for private gain nor to compete with local businesses in food service. However, use of facilities for food service is permitted when adequate facilities are not available elsewhere in the District.

School facilities shall not be used for public meetings by non-school-related groups on a regular basis for a period longer than one year. However, the Superintendent may approve a request for an extension of time if the group is nearing completion of a building or has plans for completing one within a reasonable time.

Control

School facilities shall not be used on a continuous, permanent basis by an individual, group, or organization other than for school-related purposes. Control and management of all facilities shall be under the general control and supervision of the Superintendent, subject to the terms and provisions of this policy and other rules and regulations that may be enacted by the Board.

Application

Application for use of school facilities, except kitchens, shall be made to the respective school principal, who shall let the facility in accordance with approved policy. When the principal is not on duty due to contract status, application for use of any school facility shall be made to the director of maintenance.

Kitchens

Application for the use of any school kitchen and request for food services shall be made to the cafeteria manager, who shall let the facility in accordance with approved policy. When the cafeteria manager is not on duty due to contract status, application for use of any school kitchen shall be made to the director of child nutrition.

Kitchen facilities may not be used by any group during regular serving and working hours, normally from 8:00 a.m. to 2:00 p.m.

With the exception of special permission from the Superintendent, kitchen and other cafeteria facilities will not be available for use during official holidays or during summer recess.

Invoicing

Invoicing procedure for use of school facilities, except kitchens and food service, shall involve the principal making a record of all rentals and the purpose of the reservation. The principal shall invoice

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the user according to the rate schedule established by the Board and shall deposit all funds in that principal's activity account. Said receipts shall be transferred to the finance office every 90 days for deposit into the rental account of the regular budget.

Kitchen

The supervisor of lunchrooms shall invoice the user according to the rate schedule established by the Board for the rental of the kitchen, food, and service. Receipts shall be deposited in the lunchroom activity account.

Priority

The priority rating for use of school facilities shall be determined by the administrative regulation and facility rental packet.

Deviation from Policy

Any request for deviation from this policy shall be submitted in writing to the Superintendent for approval. The decision will then be transmitted to the principal of the school involved in the request.

The Board reserves the right to review the application of any group to use its facilities and to reject applications for cause.

Removal of Equipment

No piece of equipment shall be removed from a school or school-owned building for personal or private use. Special reference is made to audio-visual equipment, chairs, tables, cafeteria equipment, office equipment, and shop equipment. This policy is not intended to prohibit the use of school equipment for school-connected activities.

The Superintendent may approve the rental of chairs and/or folding tables that are not in regular use for private use provided it does not interfere with school activities and does not compete with private business.

The Superintendent is authorized to waive this policy.

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 laws and policies 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.

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]

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Limitations on
Content

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]