

**Authorizing Public Use**

The Superintendent is authorized to approve or disapprove the use of all District facilities. The following individuals are allowed to initially approve or disapprove the use of the facilities indicated:

1. Campus facilities – campus principal
2. Athletic facilities – athletic director

Approval of Use  
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.

---

**Note:** See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities.

---

**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 not permit individuals or for-profit organizations to use its facilities for financial gain, unless authorized by the Board.

**School Organizations**

The campus principal may only authorize the use of school facilities at no charge for meetings of the following school-related organizations:

1. Extracurricular-related student groups, including student councils and other student government groups;
2. Parent-teacher association or organization groups;
3. Booster clubs; and
4. Employee organizations.

**Youth Organizations**

Youth organizations may use elementary and middle school facilities during a period of time when the school building is still open and additional costs are not incurred by the District.

**Professional Organizations**

District-approved professional organizations may use school facilities without a base rental fee, provided an application is submitted and approved.

Personnel costs shall be charged when:

1. Custodial services are required.
2. Special arrangements or services are requested.

**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.

**Scheduling**

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

The Superintendent or designee shall have the authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

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.

**Facilities Not Available**

With the exception of use as a polling location, the following facilities shall not be available for nonschool use:

1. Central Administration Building;
2. Central Warehouse Facility;
3. Maintenance Facility; and
4. Transportation Facilities.

**Dates Not Available**

District campuses shall not be available for nonschool use during the following times:

1. MLK Day;
2. Spring break;
3. Spring holiday;
4. Memorial Day;
5. Summer break (week of July 4th);

6. Staff development or preparation days;
7. Labor Day;
8. Thanksgiving break; and
9. Winter break.

**Exceptions**

District campuses shall be available for nonschool use for:

1. After-school daycare programs; or
2. Any other program or entity with prior authorization by the Board.

**Use Agreement**

Any organization or individual approved for 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 nonschool use.

Application for use of school facilities shall be made to the business office, which shall rent the facility according to approved policy. The following restrictions shall apply:

1. The request shall be made in writing on forms provided by the District. When approved by the appropriate school official, a permit will be issued.
2. The organization representative must be present for the function and identify himself or herself by presenting the permit to the school representative in charge of the function by the time the facility is to be opened.
3. The organization representative must be present until everyone has left the building following the conclusion of the function.
4. Organizations shall not directly compensate an employee for services.
5. 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.
6. Activities shall not extend beyond 11:00 p.m.

**Long-Term Use**

The use of District facilities shall be approved for no longer than one week at a time unless the application meets the "long-term use" conditions of this policy.

Organizations wishing to use school facilities for longer than one week must comply with the following provisions:

1. The request must be in writing.
2. The property for location of a permanent facility for the organization must already be purchased.
3. A definite date and plan for construction of the new facility must be in operation.
4. A school facility shall not be used for special programs for an organization with any permanent facilities in the District.
5. The District may terminate further use of any of its facilities with one-week written notice.

**Use of Special Facilities**

Cafeteria

The use of cafeterias with kitchens requires the employed services of a food service employee paid at an hourly rate. Cafeteria kitchen facilities may be used only by school food personnel.

Sams Memorial Stadium

The Earl C. Sams Management Board established the following base policy for the use of Sams Memorial Stadium, approved by the Board:

1. A corporate surety bond in the amount of \$10,000 shall be posted.
2. A public liability policy in the amount of \$1,000,000 shall name the District as the insured party.
3. A minimum fee of \$500 shall be charged for the first day of use and \$325 daily thereafter.
4. Payment for rental shall be made in advance to the District.

The above requirements must be met before the stadium may be used.

**Pay Scale**

Auxiliary employees shall be paid time and one-half when their services are required for community use of school facilities.

**Fees 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.

The fees shall be paid upon receipt of approved application.

Exception

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

agencies, or for use by District employee professional organizations. [See DGA]

**Release of Liability** Organizations or individuals using school facilities shall release the District from liability for personal injury and damages to personal property.

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

**Damages** 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 such repairs.

**Other Requirements** The following rules shall also apply in the use of school buildings and grounds:

1. School furniture and equipment shall not be moved from one building or area of a building to another. School equipment, such as public address systems, projectors, record players, tape recorders, projection screens, and the like may not be used unless under the supervision of qualified school personnel. Pianos may not be moved, even from one room to another. There shall be a \$25 charge for use of a piano.
2. No keys to buildings or other facilities shall be issued.
3. Minibikes, motorcycles, and all other motor-driven vehicles are prohibited from being on school grounds at all times, except vehicles driven by authorized staff and students, municipal vehicles, and vehicles driven by persons on official business.
4. Any person found to be in violation of the prohibition against loitering in areas designated and posted as off-limits shall be prosecuted to the full extent of the law [see GKA].