

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.

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
-

Prohibited Uses

Violations of Law or Policy

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Additionally, approval shall not be granted for any group or any purpose known to have violated or be in violation of law or District policy, including purposes that:

1. Endorse actions endangering the health or safety of students;
2. Promote illegal use of drugs, alcohol, or other controlled substances;
3. Violate the intellectual property rights, privacy rights, or other rights of another person;
4. Advocate imminent lawlessness or disruptive action and are likely to incite or produce such action; or
5. Give reasonable cause to believe that the proposed presentation would result in material and substantial interference with school activities or the rights of others.

Fundraising / Sales

All fundraising on District premises must either be conducted by a student organization or booster organization. A student or booster organization may coordinate fundraisers with outside vendors. This benefit must be verifiable through financial records made available to the District. [See FJ(LOCAL)]

Other Prohibited Uses

District property shall not be used for the temporary or permanent storage of vehicles, houses in transit, or any property not owned by the District without prior consent of the District.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

District property shall not be used for the recreational driving of motorized vehicles.

Authorized Uses

The District authorizes use of District facilities by nonschool groups in accordance with the following guidelines, administrative regulations, and the District's published fee schedule. [See FEES FOR USE, below]

Nonprofit Use

The District shall permit nonprofit use of District facilities by individuals, organizations, and businesses so long as the proposed use does not otherwise conflict with this policy.

Examples include organizational meetings, clubs, and events.

For-Profit Use

The District shall permit individuals and organizations to use its facilities for financial gain; however, usage fees, including custodial, security, and technical assistance fees shall be assessed for use of District facilities. Fees shall not be waived.

Presentations for
Student-Related
Services

District facilities may be used for presentations by outside vendors/organizations for student-related services upon written approval of the principal (for use of campus facilities) or the central office designee (for use of central office facilities).

Admission Fees

Organizations shall have the right to charge an admission fee if the organization discloses the intent to charge a fee at the time of reservation. A nonschool organization that charges an admission fee shall not be eligible for any of the fee waivers or exceptions described below.

**Campaign-Related
Use**

No candidates or proposition groups, nor their representatives, may openly campaign on any District property except as permitted by law on the day of the regular election or during scheduled public candidate or proposition forums.

Community groups or organizations may reserve District facilities for the purpose of hosting a true neutral candidate or proposition forum so long as proof is provided to the District within ten days of the confirmed date that all candidates for a position or proponents and opponents of the proposition have been invited to participate. Fees shall be waived upon provision of this proof.

Campaign literature shall only be distributed on District property or at a school-sponsored or school-related event on or off District property when in compliance with law and policy GKDA.

Campaign signs for candidates or proposition elections may only be placed on District property on the day of the election to the extent allowed by law.

Scheduling	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. In the event that the District must cancel an activity scheduled by a nonschool organization and fees have already been paid, a full refund shall be issued. [See FM] The principal (for campus use) or the central office designee (for use of District facilities) shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
Approval of Use	<p>The principal or designee is authorized to approve use of facilities on a school campus.</p> <p>The central office designee is authorized to approve use of all other District facilities.</p> <p>Use of any kitchen facility or kitchen equipment shall be subject to additional approval by the child nutrition services department.</p>
Unlocked Outdoor Facilities	<p>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 and so long as electricity is not required.</p> <p>However, approval shall be required for repeated or regular use of these facilities by groups, and appropriate fees may be assessed.</p>
<i>Emergency Use</i>	<p>In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.</p>
Facilities Available for Nonschool Use	<p>The District's facilities listed in GKD(REGULATION) shall be designated as available for use by outside groups. School facilities not listed in GKD(REGULATION) shall not be available for nonschool use.</p>
Repeated Use	<p>The District shall permit repeated use by a group or organization for no longer than six months. Requests for extensions shall be evaluated 60 days prior to the end of the initial request.</p>
Use Agreement	<p>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.</p>

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

Fees for Use

Nonschool users shall be charged a fee for the use of designated facilities. A schedule of fees for use of District facilities shall be maintained in GKD(REGULATION).

Fees shall be sufficient to recover all real costs to the District for the use of each facility and shall include the time period scheduled for setup prior to the event and cleanup after the event. Any changes to the fee schedule shall be approved by the Board. All fees shall be paid directly to the District; no fees shall be paid to individual schools, administrators, or other District employees except as provided in this policy.

Exceptions

The Board authorizes fee waivers in accordance with administrative regulations and the following guidelines.

*Rental Fees
Waived*

The following nonschool organizations and uses shall not be charged rental fees for use of District facilities, so long as activities are not for profit, do not involve unauthorized product sales, and do not charge admission fees other than regular due:

- Groups whose main purpose is the promotion of school activities, such as PTA/PTO, booster clubs, and other school-related clubs or activities.
- Groups in which the primary participants (at least 60 percent) are District students, such as Boy Scouts and Girls Scouts, and sports leagues for District students.
- Meetings of District employee professional organizations.
- Public meetings/town halls/forums of state and local governmental agencies or officials.

Fees may be assessed to recover the cost of utilities, maintenance, use of specialized equipment, and any security, custodial, or other personnel services required by the nature or time of the event. Required fees shall be documented in the user agreement and signed by both parties.

Custodial, Security,
Kitchen, and
Technical Staff
Charges

The District reserves the sole right to determine whether and to what extent custodial, security, technical, or other special assistance shall be required or whether additional fees shall be required for use of specialized equipment, such as kitchen equipment.

District personnel shall be scheduled by the District, and payment of an additional fee as provided in GKD(REGULATION) shall be paid by the user.

Required Conduct

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

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 or e-cigarettes 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.

**Debarment or
Suspension from
Future Use**

To the extent any user of District facilities is determined to have used facilities in violation of this policy, District regulation, state or federal law or regulation; or for any purpose other than the permitted use, or, in the sole determination of the District, has created a nuisance during its use; engaged in behavior injurious to the buildings, grounds, or equipment; or used the facilities in a way that might have resulted in an increase in the District's insurance premiums or in the voiding of insurance on the facilities, the District may, at its sole discretion, refuse to enter into a facility agreement with that individual or organization either temporarily or permanently, in accordance with regulation.

Notice of the time period for which an organization shall be prohibited from using District facilities and the reasons for such debarment shall be sent to the user noted on the application. Objections to such debarment shall be made in accordance with GF(LOCAL).