

Public Use	The Board permits public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy.
Approval of Use	<p>The Superintendent or designee shall be authorized to approve use of any District facility.</p> <p>Written application to the appropriate administrator shall be made at least ten days in advance.</p> <p>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.</p> <p>[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]</p>
Priorities	<p>Priorities for scheduling the use of school facilities shall be as follows:</p> <ol style="list-style-type: none">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.
Fees for Use	Except for school-sponsored groups and school-support groups, users may be charged a fee for operation, supervision, and cleanup costs at designated facilities. The Superintendent shall publish a schedule of fees for the use of facilities. The Superintendent or designee has the authority to adjust fees as deemed appropriate.
Rate	The fees and/or deposit for use of school facilities shall be determined by space requested, utilities needed, length of use, and school personnel involved. All usage fees shall be based upon a fixed minimum time allotment of three hours, with one hour allocated to preparation and the remaining two hours for occupancy. Additional occupancy shall be charged at the hourly rate listed for the facility.

Group I

Organizations in Group I shall have free use of facilities.

Eligible organizations under Group I shall include:

1. Any school-organized group of local public school students meeting for a school-sponsored activity under the charge of a duly appointed faculty member.
2. General and special elections conducted by duly designated election officials.

The cost of employing a custodian for extra hours to unlock and lock the building may be charged to election officials. The use of school facilities for political party primaries shall be based on the fee schedule for Group II.

3. Employee organizations.

Group II

Organizations in Group II shall pay established fees in accordance with the Board-adopted schedule for use of school facilities and shall be defined as any nonprofit group, eligible according to general regulations, cosponsoring nonschool-related activities with a school-related group.

While school facilities are not intended to be used as permanent housing for any nonschool-related group, certain areas may be temporarily used through an extended agreement.

Eligible organizations under Group II shall include:

1. Nonschool-related cosponsorships with school organizations.
2. Adult groups meeting in the interest of nonprofit youth movements of elementary or high school age, such as PTA, 4-H clubs, booster clubs, scouts, campfire, and community youth sports associations.
3. Church organizations. Such groups or their parent organizations must own a church facility within the District or must hold title to real property within the District on which a church is to be constructed and give reasonable proof of definite plans for construction.
4. Organized adult sports leagues desiring gymnasium use on a seasonal basis.

Group III

Organizations in Group III shall pay established fees in accordance with the Board-adopted schedule for use of school facilities and shall be defined as any nonprofit group, eligible according to general regulations, sponsoring an activity with no admission charge.

Eligible organizations under Group III shall include:

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

1. Civic organizations in which a majority of members reside within the community that meet community needs, interests, and diversions (e.g., Rotary Club, Chamber of Commerce, homeowner associations, recreational clubs).
2. Governmental organizations, including those governmental groups and municipal governing bodies whose location and jurisdiction is contained in whole or in part within the community (e.g., Councils of Government).
3. Political organizations, including those groups whose purpose or purposes, primary or secondary, is the furtherance of a political candidate, ideal, or aspiration. Use of District facilities by political organizations shall be restricted to the conduct of election held in accordance with state or federal laws and to activities that are required by law and associated with the conduct of those elections.
4. Organizations or businesses, including those without non-tax status, which may use facilities for an established fee covering utilities, custodial services, and normal wear and tear (e.g., dance schools, national organizations, governmental groups, or any occasion where an enrollment or admission fee is charged).
5. Private parties, including any other group or individual desiring to use a facility for a private event such as a birthday party or family reunion.

**Provisions for
Facility Use**

All meetings shall be under the supervision of an approved adult leader who shall be responsible for the care of the facility.

If furniture and equipment must be moved, it shall be the responsibility of the organization to return it to the place of origin. Organizations shall be charged a fee to cover custodian and/or cafeteria employee cost.

Organizations shall be responsible for any damages incurred to facilities or equipment during their rental time period.

An agreement must be signed prior to the use of a facility and shall require the signatures of the Superintendent or designee.

**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 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 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]

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]