

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

The Board encourages the community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

Conditions Governing Use of School Facilities

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building, or other community welfare purposes.
4. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. On days when school is closed because of snow or other calamity, all activities scheduled for that date will be cancelled or postponed.
6. Buildings are not used for recreation by outside groups on Sundays or legal holidays.
7. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
8. No group will, under any circumstances, tamper with any electrical or heating controls.
9. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
10. There is no smoking in the building.
11. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment, or grounds.
12. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient law enforcement protection and adult supervision.
13. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent.
14. Groups which use school facilities must possess liability insurance. (Minimum of \$1,000,000.00)

Applications

An application is necessary when a group or organization not part of the school District wants to use a school building or grounds. An applicant must assure the Superintendent that the group/organization will comply with all regulations and respect the property, equipment, and grounds of the school.

Applications are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel and which do not extend beyond the hour of 6:00 p.m. An application is not required for the principal's use of the building for such purposes as holding conferences or small group meetings of staff, parents, or students. When the building is used without the services of the custodial staff, the principal is responsible for the care and security of the building.

A sponsoring organization or group must indicate that it:

1. intends to provide a program which promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;
4. pays for the use of equipment, property, or grounds at the established rates; and
5. possesses liability insurance.

Applications must be issued on a designated form. The following conditions are to be observed:

1. Afternoon meetings must end by 6:00 p.m., and evening meetings by 10:00 p.m.
2. Fees are assessed in accordance with a schedule adopted annually by the Board. The Superintendent has the authority to waive fees as he deems appropriate.
3. Permission must be obtained from the principal for the use and re-arrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location.
4. Food may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
5. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used, cleaning, and closing up and properly securing the facilities when the organization has left.

Processing the Application

Application forms are available in the office of the Superintendent or in each school building office. The application of a community group to use a school building or facilities is filed with the Superintendent at least 30 days prior to the date of the proposed use.

After the application is cleared by the principal, it is sent back to the Superintendent at least 10 days in advance of anticipated use. The Principal of the building/facility that is being rented arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls, or other equipment belonging to a school must be made with the Principal at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils, and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for, and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent.

[Adoption date: August 6, 1991]

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