

REGULATION FOR COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES,
EQUIPMENT & VEHICLES

All entities that promote cultural, educational, civic, community, or recreational activities are eligible to use auditoriums, gymnasiums, classrooms and other school properties, providing the activities conducted or to be conducted are not contrary to public interest, as determined by the Board of Directors, or as provided by law.

Proposed uses shall not interfere with or disrupt the education program or school-related activity.

It is within the discretion of the superintendent to deny use of the buildings, sites, equipment and vehicles to any group.

PROCEDURES

- 1) Individuals, groups or organizations interested in using school buildings, sites or related equipment should make arrangements with the Central Office Secretary. Individuals, groups or organizations interested in using school buses, vans or related equipment should make arrangements with the Transportation Director.
- 2) It shall be up to the Central Office Secretary or Transportation Director to determine the following:
 - a) Whether the building, site, equipment or vehicle requested is available;
 - b) Whether the request meets board policy and administrative regulation;
 - c) Whether any activity needs to be supervised by a district employee and/or whether a custodian, cook or bus driver needs to be present during any activity;
 - d) The designated district employee who is directly responsible for the activity.
- 3) Individuals, groups or organizations requesting to use the district's buildings, sites, equipment or vehicles must complete and sign an application. The individual or organization representative requesting the use shall specify the following on the application:
 - a) complete contact information;
 - b) list specifics for the proposed use;
 - c) if the use is for fund-raising, the intended use of the funds if the gross raised is expected to exceed \$500;
 - d) any proposed in-kind contribution offered in lieu of a fee payment.
- 4) The individual or organization's representative may also be required to sign a liability indemnification agreement.
- 5) The Central Office Secretary or Transportation Director shall specify the following on the application:

- a) the fee being charged;
 - b) whether school personnel are required for the activity;
 - c) the school employee who is designated as having primary responsibility during the time of the requested use;
 - d) the approval of any proposed in-kind contribution;
- 6) The Central Office Secretary's or Transportation Director's signature on the application indicates that approval is granted for the use of the building, site, equipment or vehicle under the conditions as specified on the application.
- 7) Authorized individuals, groups or organizations under the following conditions may use school buses:
- a) For adult groups, no more than two persons shall occupy a thirty-nine inch seat. Standees shall not be permitted.
 - b) The driver of the bus shall be approved by the Transportation Director and must possess a chauffeur's license and a school bus drivers' permit.
 - c) The driver of the bus shall observe all traffic laws and regulations.
- 8) Authorized individuals, groups or organizations under the following conditions may use school vans and other vehicles:
- a) The driver of the school vehicle shall be at least twenty-one years of age, be approved by the Transportation Director, and must possess a valid driver's license.
 - b) The driver of the school vehicle shall observe all traffic laws and regulations.
- 9) After the activity is completed, it shall be the responsibility of the Custodian or Transportation Director to determine if the building, site, equipment or vehicle is in the same condition it was in prior to its use. Entities will be charged for the costs to repair or clean any buildings, sites, equipment or vehicles that are left or returned in a damaged or dirty condition.

IN-KIND CONTRIBUTION IN LIEU OF FEE PAYMENT

Any individual, group or organization may propose an in-kind contribution to the school district in lieu of a fee payment. The value placed upon the in-kind contribution must be at fair market value and be noted on the application. The superintendent shall determine if the in-kind contribution is of equal or greater value to the fees that would normally be charged before granting his/her approval. If the individual, group or organization does not completely satisfy the conditions of the in-kind contribution for any reason within a reasonable length of time, the school district will bill the individual, group or organization for the amount of the original fee.

FACILITIES USED FOR FUND-RAISING

Any individual, group or organization that uses any of the district's buildings, sites, equipment or vehicles for the purpose of fund-raising, shall indicate on the application the intended uses of the raised funds. This requirement only applies if the individual,

group or organization expects the gross proceeds from the fund-raising activity to exceed \$500. Individuals, groups or organizations unwilling to disclose the intended use of funds (from events expected to gross more than \$500) shall not be granted approval to use the district buildings, sites, equipment or vehicles.

OTHER REGULATIONS CONCERNING THE USE OF SCHOOL FACILITIES

1. Smoking is prohibited in the school building, grounds and vehicles.
2. There shall be no alcohol, liquor, or illegal drugs brought to or consumed in the school building, grounds or vehicles.
3. School sponsored activities will always have priority over outside activities for the use of the school facilities.
4. Hourly rates will be charged in increments of whole hours calculated to the next whole hour.
5. Custodians assigned to cover non-school activities may be requested to perform special school jobs if activities of the non-school groups do not require his/her attention.
6. School facilities shall not be used between midnight and 6:00 a.m. unless prior written approval is obtained from the superintendent.
7. No school district building, site or vehicle shall be used before noon on Sunday. The policies governing the scheduling and use of school facilities will apply on requests for Sunday afternoon and evening use.
8. No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the school's normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.
9. Individuals, groups or organizations failing to follow the board policy or administrative regulations governing the use of school district buildings, sites, equipment and vehicles risk losing the ability to use the district buildings, sites, equipment or vehicles in the future.
10. The superintendent may waive the rental fee for any use intended as a charity benefit for any area individual or family encountering grave circumstances. However, the costs for service personnel furnished by the school shall not be waived.
11. School recognized booster groups shall be able to purchase a rider to the school district's insurance policy covering their group's activities. The booster group shall pay for the cost of the rider.