

Policy Title: **Community Use of School District Facilities and Equipment** Policy #1003.1

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entities" shall include organizations, groups, individuals, and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and/or equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays, provided that no such use shall commence prior to 1:00 p.m.

Entities that wish to use Shannon Elementary or Carpenter Elementary facilities or equipment (other than classrooms or the library) must apply at the Berndes Center Office. It is the responsibility of the director of community education to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the director of community education to provide application forms, obtain proof of insurance, and draw up the agreement for use of Shannon Elementary or Carpenter Elementary facilities and equipment.

Entities that wish to use Middle School or High School facilities or equipment or elementary classrooms or library must apply by contacting the school district activities director. It is the responsibility of the activities director to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the activities director to provide application forms, obtain proof of insurance, and draw up the agreement for use of Middle School or High School facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district. The school district may recoup the cost of paying the employee by charging a fee to the entity.

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

Entities that use school district buildings, equipment or sites must leave the building, equipment or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

Date of Adoption: 1/11/74

Reviewed and Amended: 5/10/76, 2/9/81, 11/28/88, 11/9/92, 11/23/98, 02/26/07; 11/23/09; 2/24/14