

Business and Non-Instructional Operations

Community Use of School Facilities

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school facilities must be presented to the Superintendent at least 14 days prior to the date of use.
2. The use of school facilities for school purposes, meetings of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the buildings principal or the Superintendent or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee, custodial fee, or security fee during the hours of 3:00 p.m. to 10 p.m. on regularly scheduled school days:
 - a. School affairs sanctioned by the Board of Education
 - b. PTA/PTO and other school related meetings.

Where additional staffing or significant, extra cleaning is required or when use extends beyond 10:00 p.m., custodial fees shall be charged to all users at a rate established by the Board of Education.

All users shall pay both the rental fee and custodial fee for use of school facilities on Saturdays, Sundays and holidays. The rates are determined by the Superintendent of his/her designee.

4. All activities must be under competent adult supervision approved by the Superintendent and the principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.

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Community Use of School Facilities (continued)

7. The following activities are prohibited:
 - a. Use of school property by individuals or organizations whose activities are of a subversive nature;
 - b. Use of school premises for non-school activities during school hours;
 - c. Smoking anywhere in the school buildings except in designated locations, unless approved by the Superintendent;
 - d. Use of school buildings for games of chance;
 - e. Use of school buildings for holiday card parties and public dances, except when plans have been approved by the Superintendent;
 - f. The granting of further use of premises to any person or organization that fails or refuses to pay for any damage sustained by its use;
 - g. The opening of the school building when the building is normally closed, unless a responsible custodian is provided;
 - h. Use for activities which engender racial, religious or other unlawful prejudices or which are inimical to democracy;
 - i. The use of alcoholic beverages.
8. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
9. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board.
10. The Board will approve and periodically review a fee schedule for use of facilities.