

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

The Board encourages the community use of school premises. 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 Premises

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 any fundraising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
3. Out-of-school groups do not begin with their activities until school is dismissed.
4. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed unless otherwise approved by the Superintendent/designee.
5. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
8. There is no smoking or alcohol consumption in the building or on school grounds.
9. 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 that might be done to any property, equipment or grounds.
10. The procedure for use of the football stadium and athletic fields follows the conditions outlined for the use of the buildings.

11. Special emphasis is given to providing sufficient law enforcement protection and adult supervision for events at the stadium.
12. District personnel will monitor the condition of all athletic fields. The athletic director may cancel the community use of any athletic field if it has been determined that such use would excessively damage that field or if there is concern over injury to the players.
13. School-sponsored student groups must have an employee present at the activity. Non-school-sponsored student groups must have an employee present or an adult approved by the Superintendent.
14. Groups that use school premises must possess liability insurance.

Permits

A permit is necessary when a group or organization not part of the District wants to use school premises. An applicant for a permit must assure the Superintendent that the group/organization complies with all regulations and respects the property, equipment and grounds of the school.

A sponsoring organization or group must indicate that it:

1. intends to provide a program that 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.

A rental permit must be issued on a designated form. The following conditions are to be observed:

1. Fees are assessed in accordance with a schedule adopted by the Board. The Board has the authority to waive fees as it deems appropriate.

2. Permission must be obtained from the Director of Operations for the use and rearrangement 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.
3. 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.
4. Service from the custodial or grounds 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 and closing up and properly securing the facilities when the organization has left.

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 Director of Operations and Strategic Initiatives 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.

A school employee may be required to use special equipment (e.g., sound, video equipment, computer equipment). 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 Director of Operations and Strategic Initiatives.

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