

Community Use of School Facilities

The Board of Education subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity group or organization nor the purposes they represent.

School facilities shall be made available for public use through the building principals and/or superintendent of schools to civic, political and other community organizations subject to the following conditions:

1. Priority for use of school facilities shall be:
 - A. the requirements of the school program shall always receive prior consideration in the assignment of school facilities;
 - B. School related organizations such as parent-teacher associations, teacher groups, booster groups, School Improvement Councils, etc., shall be given priority over non-related school organizations.
 - C. Any group comprised of or existing for the support or betterment of school age youth such as non-public schools, 4-H clubs, boy scouts, girl scouts, little league sports programs, etc., shall be given consideration over other groups.
2. The school principal will ascertain to what extent custodial, food service or security personnel are needed for proper care of the facility and equipment therein. Compensation shall be made by the sponsoring group to the board which shall make payment to the employee if necessary.
3. The sponsoring organization and its representatives shall function under the direction of the principal and shall be held responsible for any damage to school property.
4. Open meetings necessitate that the principal or his designee, which must be an employee, be in attendance to properly supervise the activity; however, this does not relieve the sponsor of his responsibility in properly caring for the facility and for appropriately monitoring behavior of participants.
5. All groups using school facilities must abide by and enforce the tobacco control policy including announcements regarding the policy throughout the event. This policy says that no tobacco product shall be used at any time by any person in any area owned and operated by a county board of education. Violations of the policy

or failure to supervise and enforce the policy may result in loss of facility use by the group.

6. The sponsoring group is also responsible for making sure that traffic flow in and out of the event is conducted safely, that parking is in appropriate areas only, and that no damage to grounds or outside areas results from action by participants in the activities.
7. The sponsoring group or organization must pay the employee of the board or the contract provider (as per charges) for services. Further, if arrangements for the event have included individuals responsible for clean-up, if the group fails to meet the principal's expectations for clean-up, additional fees will be charged in order to compensate custodians for work that must be completed beyond their regular work hours at the rate determined if the principal deems it necessary.
8. A building fee will not be charged for in-school age groups (4-H, scouts, etc.) unless additional services are needed.
9. No fee will be charged for the use of outside facilities (ball fields) unless special circumstances warrant same.
10. A chartered community organization may be granted permission to use school property for events for which an admission fee is charged under the condition that the net proceeds will be used to help promote community effort.

Eligible persons, groups and organizations outside the school desiring the use of school property shall proceed as follows:

1. Secure from the office of the board of education or school principal an application for the use of school property.
2. Fill in all requested information and signatures.
3. Contact the principal for his/her recommendation, comments and signature.
4. Return application, properly signed, to the office of the superintendent for final approval at least one week prior to the event.
5. If approved, one copy of the application will be returned to the applicant(s), a copy sent to the school principal, and a copy kept on file at the board of education office.
6. No public dances will be approved.

The superintendent of schools has the authority to approve or disapprove all applications for community use of school facilities.

Any non-school group sponsoring an activity on board property must reimburse the board for electricity used and heat bills if additional heat is required. (This policy excludes monthly or weekly meetings of service clubs but does include activities these clubs sponsor other than regular meetings.)

Gymnasium - \$2.00 per hour
Kitchens - \$2.50 per hour
Fields with lights - \$10.00 per hour

Note: 1:00 a.m. curfew for events on school property unless special permission is given.

Amended: 8/31/81; 3/7/83; 1/1/92; and February 15, 2000