

Regulation 7510 USE OF SCHOOL FACILITIES

Requests for permission to use school facilities will be received from non-profit organizations and bona fide community groups, which will provide services to our local community and/or students of our school district. The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, except as provided in Policy 7510, partisan political activity, private social function, or any purpose that is prohibited by law.

The use of school property for school functions shall always have priority over non-school functions. School facilities shall not be used without the authorization of the Principal and the School Business Administrator/Board Secretary.

1. Application procedures
 - a. Application must be made in writing and on the form supplied by the school district. Requests for an application form must be made in writing to the School Business Administrator/Board Secretary.
 - b. Application for use of school facilities must be submitted to the School Business Administrator/Board Secretary not less than two weeks before the date of the requested use.
 - c. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
 - d. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
 - e. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.
2. Approval
 - a. The Business office will review, check the school calendar to determine whether the requested is available at the date and the facility has not been scheduled:
 - (1) For use in the instructional or co-curricular program;
 - (2) For maintenance, repair, or capital improvement; or
 - (3) For use by another organization.
 - b. If the facility is not available for use, the Business office will so inform the representative of the organization and may suggest alternative dates, times, or facilities.

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- c. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Business office will note its approval on the application form and will record the classification of the applicant organization and forward to the School Business Administrator for final approval.
- d. Standards for approval include the following limitations on use:
- (1) School facilities are available for use on weekdays and weekends, including school vacations. School facilities are not available for use on public holidays.
 - (2) School facilities are available for use only until 11:00 p.m. School facilities are not available for use during the school day.
 - (3) In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization except as provided therein, or partisan political activity, or any purpose that is prohibited by law.
- e. The Business office will determine the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.
- f. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
- g. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
- h. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
- i. The Business Administrator reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
- j. Permission to use school facilities is not transferable.
- k. The organization representative must inform the School Business Administrator of any canceled use request as soon as he or she is aware of the cancellation. An organization's failure to inform the School Business Administrator of a canceled use at least one day in advance of the scheduled time of the use may result in imposition of service charges.
- l. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
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3. Insurance and indemnification

- a. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
- b. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
- c. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000 CSL (Comprehensive Single Limit).

4. Rules for the use of school facilities

- a. Users of school facilities will be bound by the law.
- (1) Users must comply strictly with all applicable statutes, municipal ordinances, and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - (2) The use must not exceed the established capacity of the facility used.
 - (3) The use must not involve gambling or games of chance.
 - (4) The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - (5) Smoking is prohibited in accordance with Policy No. 7434.
 - (6) School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property, or for the purpose of defaming others.
- b. Users of school facilities will respect Board property.
- (1) The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.
 - (2) The user must obtain the Principal's permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
 - (3) Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty-four hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - (4) The user must obtain the Business office's permission to use, move, or tune a district piano. A piano may be moved only by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
 - (5) Users of the gymnasium must insure that all participants wear rubber-soled footwear to prevent damage to floors.
 - (6) No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.

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- (7) Sound equipment, lighting equipment, ventilation systems, thermostatic controls, or any other systems required for the use of the facility may be operated only by an employee of the district designated by the administration for this purpose.
 - (8) The user must obtain the permission of the School Business Administrator to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
 - (9) No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Principal.
 - (10) No school keys shall be issued to a user.
 - (11) No animal shall be allowed on school premises without the approval of the School Business Administrator.
 - (12) The school staff will examine the facility immediately after the use. The user will be informed of any loss or damage that must be corrected.
 - (13) Permission to use school facilities extends only to the facility requested. Users are not entitled to enter any room to which permission to use has not been expressly granted. Users are not permitted to use district telephones or office equipment. Users may make use of public telephones.
 - (14) No vehicles of any type shall be operated in any area that is not designed for such vehicles.
- c. Uses must be properly supervised.
- (1) A school custodian and a school security guard must be on duty during the entire time a use occurs at user's expense. The custodian and school security guard are present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the School Business Administrator to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
 - (2) The use of certain school facilities (such as kitchen, auditorium and gymnasium) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district. Additional rental guidelines may be provided by those departments for guidance in the use of the facility.
 - (3) The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
 - (4) The user must, in consultation with the Business Administrator, anticipate the need for the assistance of police officers, security guards, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
 - (5) Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

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5. Fee schedule as provided and on file in the Business Administrator's office.
 - a. All organizations will be responsible for the construction of any sets used in productions. School district personnel cannot accept any form of compensation for services performed in the course of a rental from a renter.
 - b. The Business office will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at least three days in advance of the use and is payable prior to the date of the event. Users under a continuing lease will be billed monthly. Charges are due upon receipt of the invoice.
 - c. Payment must be received by the Business office the day before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the School Business Administrator/Board Secretary.

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