



**GUIDELINES FOR PUBLIC USE OF SCHOOL FACILITIES**

For purpose of administrative regulation, the following types of groups are hereby defined:

1. **School-sponsored groups** are those which are sponsored, organized, planned, and supervised by the school (athletic teams, school clubs and organizations, band, chorus, etc.).
2. **School-allied groups** are those that are not directly sponsored, organized and supervised by the school, but are closely allied to the school and its educational program (music, Booster Club, Athletic Booster, etc.).
3. **Local youth groups** are those that are not school connected but involve active participation of children residing in the district (Boy Scouts, Girl Scouts, 4-H, etc.).
4. **Local adult groups** are those that are not school connected and involve local adult residents of the district (women's clubs, Kiwanis Club, etc.).
5. **Non-local groups** are those that are not school connected and involve either youth or adults who do not reside in the district.

The basic purpose of school buildings is the education of the children residing in the district. Accordingly, all school-sponsored activities have precedence over other groups and their activities relative to the use of school facilities. School-allied group activities have precedence over the activities of other group activities except those which are school sponsored. Priority list – 1 thru 5.

The following building facilities are available to all non-school sponsored groups for their activities:

1. Gymnasium, multipurpose room and locker rooms
2. Conference Room
3. Cafetorium
4. Kitchen

**Policy 830-Rule Continued:**

5. Classroom (except laboratories, art rooms, technology lab, computer labs)

Following are charges for use of specific facilities for the non-school different groups:

1. There is no charge for the above enumerated facilities for school allied groups, local youth groups and local adult groups.
2. Non-local Groups:
  - a. Elementary school, multipurpose room and locker rooms – and kitchen \$50
  - b. Middle school/high school gymnasium and locker rooms - \$125
  - c. Conference Room - \$30
  - d. Cafetorium - \$30
  - e. Kitchen - \$50
  - f. Classroom - \$30

All rental fees will be paid to the school at the time of the reservation. All charges are per diem. In addition to the fees mentioned above, the non-local groups will pay the labor costs of required custodial-supervisory personnel.

All cases of building use by local groups are subject to the following restrictions:

1. There will be no gambling of any sort nor any alcoholic beverage allowed anywhere in the school buildings or on school grounds at any time.
2. Only the specific area(s) of the building indicated above will be used. At no time will individuals enter or use other parts of the building.
3. Tobacco use is not permitted on any school property.
4. The sponsor or representative of the requesting group shall be in attendance the full time the facility is used. The sponsor or representative of the requesting group is fully responsible for the care of the equipment and the facility and will bear the cost of repair or replacement of damaged or lost items.
5. The hours of reserved use as stated will be strictly adhered to.

**Policy 830-Rule Continued:**

6. If this activity involves persons under 18 years of age, a minimum of one adult supervisor will be present for every ten children in attendance.
7. Only those members of the requesting group or attending the approved activity shall be permitted in the building.
8. At the conclusion of the activity, all equipment/materials will be properly returned to their original places and the facilities will be cleaned and left in the same conditions of order and cleanliness as they were found at the start of the activity. Also, all lights will be turned off and doors properly locked.
9. Building keys will be picked up and promptly returned in accord with directive from the district administrator.
10. The group using the facility, its sponsor or representative, assume full financial responsibility for any damage to the building, furniture, equipment, or grounds incurred during use of the facility.
11. The group and sponsor or representative assume full liability for any and all injuries to individuals involved in and/or present at the activity.
12. The school district reserves the right to terminate this agreement and to rescind the right of the group to use school facilities in the future when, in the judgment of the district administrator, the group has failed to adhere to these rules and regulations or otherwise and Policy 731.1, "Key Control" has shown a disregard for school properties.

All reservations for building use by non-school groups will be made at the discretion of the district administrator at least one week in advance. The sponsor or adult leader of the non-school groups will assign a Use of Building Agreement at the time the reservation is made.

The playground and athletic field are available for community use at all times with the following exceptions:

1. When schools are in session.
2. When school activities are scheduled for these areas.

**Policy 830-Rule Continued:**

3. When the areas have been seeded or other grounds maintenance work is being done.
4. During the football season, the football field shall not be used by non-school groups.

Anytime the playgrounds or athletic field are used by community groups and organizations, the group is responsible for cleaning up the grounds and leaving them in an orderly condition as they were prior to the groups activity.

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