

COMMUNITY USE OF SCHOOL FACILITIES

FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES

A request is made at the campus on which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The principal of the campus involved shall review the submitted request form, checking to be certain that the applicant has filled in all of the necessary information and has signed and dated the form. The principal shall forward the request to the District Office. If approval is not recommended, the request shall be forwarded with an explanation.

If given approval by the District Office, costs and evidence of requirements are to be confirmed and the requests returned as indicated below:

- The request form is sent from the District office back to the principal once acted upon. The principal is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reason.
- If costs are involved, the principal asks the applicant to sign a form specifying the fees.

All requests for use of District facilities shall be submitted to the District Office at least two (2) weeks prior to the requested event by using the approved Facility Use Agreement.

Upon receipt of a completed application and all additional supporting documentation or information the District may require, the District Office shall review the request for completeness and distribute it to the appropriate principal, Operations Department, Athletics Department, Technology Department, Food Services, Transportation, and other departments as necessary for review and recommendation.

Following departmental review, the District Office shall determine, in its sole and absolute discretion, approval or denial, calculate applicable fees, verify insurance requirements, and notify the applicant. Approval of the use of any District facilities lies within the discretion of the District, which is under no obligation to approve any applications, even if properly submitted.