Policy 6050
Amended
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October 14, 2026
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November 11, 2026

Policy 6050

Community and Political Party Use of School Facilities

A. Public school buildings and grounds are civic centers and may be used by District residents for supervised recreational activities and meetings, subject to the requirements and restrictions set forth below. Use of school property as a civic center may not interfere with a school function or purpose and is considered a "permit" for governmental immunity purposes.

Utah Code § 53G-7-209 (2018)

B. School buildings and grounds are only available for civic center use to organizers who are residents of the District. Requests for civic center use must be accompanied by appropriate documentation of the requester's residence within the School District.

Utah Code § 53G-7-209(4) (2018)

C. The Board may set and charge a reasonable fee for such use to compensate the District for the use of school property as a civic center and to fully compensate for any and all expense incurred in that use. The fee charged may take into account increased overhead expense, including utilities, personnel, and other areas affected by use of the facilities. See Policy 2160 Building & Grounds Rental and Supervision for rental procedures and fees.

Utah Code § 53G-7-209(2)(c) (2018)

D. The business administrator is designated as the District's special functions officer. The special functions officer shall have charge of the grounds and shall take reasonable measures to protect school property when used for civic center purposes. The business administrator may designate a District employee to serve as special functions officer in connection with particular uses of the facilities for civic center purposes. The school principal will serve as special functions officer for civic center functions held in the school unless otherwise notified by the Superintendent.

E. The Principal shall allow the use of school facilities and shall also be responsible for collection of monies, notification of personnel involved (custodian, lunch manager, or technician), and the determination of free use of the building according to policy and procedures.

F. The School District shall make all meeting facilities in buildings under its control available to registered political parties, without discrimination, to be used for political party activities if the political party requests the use of the meeting facility no later than 5:00 p.m. on the last business day that is at least 30 calendar days before the proposed use. The request shall be denied if the meeting facility is already scheduled for another purpose at the time of the requested use by the political party. The political party shall pay the District the actual costs incurred by the District for custodial services to clean the meeting facilities after the political party's use. In addition, the political party shall pay the District the actual cost of any services requested by the political party and provided by the District.

Utah Code § 20A-8-404(1), (4) (2026)

G. The rental of school facilities for other than school use or civic centers shall be according to the following guidelines:

1. Application for rental will be made with the principal of the school. Application requires the signatures of the applicant and the principal. The principal is responsible for the building and the protection and maintenance thereof. The principal of the school shall accept application from only those groups who can assure adherence to the standards of behavior of the school. Tobacco, electronic cigarette products, intoxicating drinks, and boisterous conduct are expressly prohibited. The following will not be tolerated and are expressly prohibited by the Board:

   a. vandalism;

   b. use without consent, or abuse of school furniture or other school property; and,

   c. appropriation or abuse of books, supplies, or athletic equipment belonging to the school or to its students. School athletic equipment may only be used with prior approval of the principal.

   d. Rental rates will be determined according to the rental rate schedule approved by the Board of Education.

   e. Payments will be collected by the Principal, recorded, and sent to the District Office with a copy of the original application.

   f. Personnel charges will be added according to the rates listed on the rental schedule.

g. Commercial, sports organizations, and non-civic center users must provide a certificate of liability insurance with limits of not less than $500,000. The District shall be named as an additional insured. (This provision (g) can only be waived in writing by the Board of Education or through use as a civic center.) A Hold Harmless Agreement shall also be entered into.

H. The principal shall be responsible for adequate supervision of the school during rental hours. Any non-school group occupying school property shall provide adult supervision adequate to maintain order and prevent the destruction of school property. Facilities shall not be available at the time of use unless the supervisor or supervisors are present as agreed. At the time of rental, arrangements shall be made for adequate supervision. School supervision shall consist of a minimum of one designated employee of the district to care for the interest of the district and its property. In the absence of the principal the designee shall be in complete charge of the building and grounds.

I. Community groups such as youth football or soccer will be allowed to use specified areas of the school grounds as approved by the principal. Groups wishing to reserve specific times for fields must enter into a written rental agreement with the principal provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged.

J. Due to excessive use of the regular playing fields within the regular school program, the necessity of keeping certain playing fields in top condition for school league play makes the regular use of these fields by non-school groups impractical. High school stadiums are available to community organizations for rent; however, the stadiums shall not be used at any time that would interfere with a school function or purpose. Any other equipment rental requests shall be made to the principal; such requests shall be granted upon the approval of the principal and may result in a fee for expenses incurred.

K. A “political sign” is any sign ~~or document~~ that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition. Schools and the school district are not required to allow the posting of political signs on school property. Any requirements or restrictions placed on the posting of political signs must be politically neutral and content neutral and therefore are not allowed in Box Elder schools

Utah Code § 20A-17-101.5(3)(i), (5) (2026)
Utah Code § 20A-17-103(1) (2026)

L. The Board may refuse to permit the use of school property as a civic center if it determines the use to be inadvisable.

Utah Code § 53G-7-209(3) (2018)