

The use of school buildings and facilities by community groups will be permitted and encouraged when such use is of a nature that is to the best interest of the community. It shall be the policy of Minidoka County Joint School District No. 331 to cooperate with these groups and to encourage them in accomplishing their objectives that are sponsored in the best interest of the community. The Board of Trustees reserves the right to deny use of any school district facility to any

The following procedure will be followed:

Building Level

1. Organizations must fill out Facility Use Agreement form **PRIOR** to date of event and coordinate with building Principal or designee.
2. Completed forms (480.00F1 and 480.00F2) will be returned to the Principal or building designee with a copy of a liability insurance statement. If the organization does not have insurance, they may pay a \$10 District insurance fee.
3. The Principal/building designee will give the head custodian a copy of the request.
4. The principal or designee is responsible for arranging the custodial service and HVAC, if necessary.
5. The Principal/building designee will put scheduled events on the school's/district's calendar.
6. A rental/custodial fee may be charged for the use of the facility. The Principal/building designee will assess each request to determine a fee (if applicable). **All fees will be collected by the school prior to the event or use, documented properly, and forwarded to the District Office.**
7. All events/use will be posted on a master calendar.



LEGAL REFERENCE: Idaho Code 33-601, 33-602

ADOPTED: Original Adoption Date Unknown

RATIFIED: August 21, 2006

**AMENDED/REVISED: May 21, 2009, July 19, 2010; May 18, 2015;
November 21, 2016**

REFER TO FORMS: 480.00F1, 480.00F2