

USE OF
FACILITIES

The buildings and grounds and other property of the District may be used for activities of an educational nature by students sponsored by District faculty members.

Designated District facilities shall be available for use by nonprofit community service and education groups. Requests for use shall be directed to the Superintendent or designee. Requests shall be denied if the time and place of requested use would interfere with instruction or other scheduled school activities. Approval shall not be granted for any purpose that would damage school property, to groups that are known to have damaged other rented property, or to any commercial group for profit. Fees for use shall be assessed in accordance with the fee schedule approved by the Board.

Schools shall not be used for direct sales promotion of individual, competitive goods or services.

Fees for use of facilities shall be determined by space concerned, utilities needed, time-length of use, and school personnel involved. All use fees shall be based upon a fixed minimum time allotment of three hours, with one hour allocated to preparation, and the remaining two hours for occupancy. Additional occupancy shall be at the hourly rate listed for the facility.

Organizations in Group I shall have free use of facilities.

Eligible organizations under Group I shall be:

1. Any properly organized education classes sponsored or offered by institutions of higher learning.
2. Any school-organized group of local public school students meeting for school-sponsored activity under the charge of a duly appointed faculty member.
3. School-related adult groups meeting in the interest of nonprofit youth movements of elementary or high school age, such as PTA, Keller School Employees' Inservice Groups, and booster clubs.
4. Duly designated election officials in charge of general and special elections held within the District, who may be permitted to use school facilities for the purpose of holding such elections. However, use of facilities for political party primaries shall be based on the charge schedule for Group II.

Organizations in Group II shall pay established fees for use of facilities and

shall be defined as any individual or group, eligible according to general regulations, sponsoring nonschool-related activities on single-day usage.

While the school facilities are not intended to be used as permanent housing for any nonschool-related group, certain areas can be used temporarily through an extended agreement with:

1. Municipalities of which any or all boundaries fall within the District.
2. Properly organized sports leagues desiring facilities use on a seasonal basis.
3. Organized nonschool groups that have attained nonprofit status before the IRS for a period of time not to exceed a total of 12 months. Furthermore, such a group or its parent body must hold title to real property within the District on which facilities are under construction.
4. Certified teaching staff, tutoring students for pay. [See DBF (LOCAL)]

Fees for use of facilities shall be set by the Board.

GRANTING OF EXTENSIONS

Extensions of rental contracts shall be contingent upon the existence of extenuating circumstances. The Board shall reserve the right to rule on the validity and applicability of such circumstances. A written request and justification for the extension must be submitted to the District's representative 60 days prior to the expiration of the current rental contract. Rental of any facilities shall be at the sole discretion of the District or its representative.

PRIORITIES

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations [see DGA].
5. Meetings and activities of other groups on a first-come, first-served basis.

PROVISIONS FOR FACILITY USE

All meetings shall be under the supervision of an approved adult leader who shall be responsible for the care of the facility.

If furniture and equipment must be moved, it shall be the responsibility of the organization to move, or cause to be moved, and return, or cause to be

returned, such furniture and equipment to the place of its origin.

No organization shall have free use of a building or any part of it if the purpose of the meeting is to raise funds, except where funds are raised for some phase of the school program. Otherwise, groups named in this policy shall pay regular fees as established by the Board.

**EMERGENCIES
OR DISASTERS
REQUIRED
CONDUCT**

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

Organizations using school facilities shall:

1. Conduct their business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

**RELEASE OF
LIABILITY**

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

**DISTRIBUTION
OF NONSCHOOL
LITERATURE**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

**PRIOR
REVIEW**

All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted to the Superintendent or designee for

review.

2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
3. Using the standards below at LIMITATIONS ON CONTENT the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate Level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

LIMITATIONS
ON CONTENT

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

