

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 group, organization or person.

The use of District facilities should be handled at the building level. ~~The following~~ procedure below will be followed:

Building Level

1. Organizations must fill out the necessary Facility Use Agreement ~~#Forms~~ at least ten days PRIOR to the date of event and coordinate with the 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.
3. The Principal or designee will assess a fee as outlined in Ppolicy 480.00 Use of School Facilities and send a copy of the completed facility use Form F1 to their Head Custodian, the Maintenance Department, and the District Business Office.
- ~~4. The Principal/building designee will give the head custodian a copy of the request.~~
- ~~5.4.~~ The pPrincipal or designee is responsible for coordinating with the Maintenance Supervisor in arranging the custodial service and HVAC, if necessary.
- ~~6.5.~~ The Principal/building or designee will put scheduled events on the school's and the ~~#District's~~ calendars after a security deposit has been collected.
6. A rental/custodial fee may be charged for the use of the facility. The Principal or/building designee will assess-review each request to determine a fee (if applicable).
 - a. A security deposit shall be collected before the event is to be scheduled. The refundable security deposit shall be 10% of the assessed fee (\$50 minimum).
 - b. All fees will be collected by the school five (5) days PRIOR~~prior~~ to the event or use, documented properly, and forwarded to the District Office.
 - ~~a.c.~~ If there is no damage to the facility then 10% of the assessed fee will be returned or reimbursed to the permittee.



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