

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

Conditions for Use

School buildings or facilities shall be made available to citizens and service groups subject to the following conditions:

1. The activity shall not interfere with the normal use of the building by school personnel, nor shall approval be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.
2. Rental applications may be obtained from the business office and shall be submitted at least two weeks prior to use.
3. The request for the use of the building for the designated purpose shall be considered in accordance with the administrative procedures of the District.
4. The group sponsor, chairperson, or leader shall be responsible for the facility being used.
5. The group or organization renting the school facility shall be held responsible for any damage to the facility during the use of the building. Groups using a building for an occasion which the public is eligible to attend shall be held responsible for treatment of the property on the part of the general public during the rental period.
6. All rental applications shall be accompanied by a deposit which shall be held properly secured.
7. No classrooms (or areas where personal property is not properly secured) shall be rented.

Food Service

8. Arrangements for use of the kitchen or any food service equipment shall be made through the director of food services. Such use shall be under the supervision of food service personnel. Users shall reimburse the District for the cost of employing food service personnel, including any overtime incurred.

Prohibition

9. No facility shall be rented for the purpose of a public dance.

Clean Up

10. Rental areas are to be left clean after use. Users shall reimburse the District for the cost of employing school maintenance staff, including any overtime incurred.

[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]

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.

Group Classification

Classification I

Classification I includes nonprofit groups and activities serving the youth of the District and those activities sponsored by school-related groups. School facilities shall be made available at no cost for groups in this classification but activities shall not be approved if there is a conflict with the daily operation of the school.

Classification II

Classification II includes nonprofit groups and activities serving the youth of the community outside the District. Groups in classification II shall be charged according to the Board-adopted fee schedule. Charges for use of District personnel shall be charged only when used outside the normal school days and hours.

Classification III

Classification III includes nonprofit groups and activities serving members of the entire community of all ages but not limited to the District. Groups in classification III shall be charged for personnel and maintenance costs during and after the normal school days and hours.

Classification IV

Classification IV includes all other groups and activities. Groups in this classification shall be charged in accordance with the Board-adopted fee schedule.

Fees for Use

Except for school-sponsored groups and school support groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. The Superintendent shall publish a schedule of fees for the use of facilities.

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies.

Facility fees shall not apply to meetings of employee organizations.

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- Infrequent Rental** Nonprofit organizations using a facility no more than two times a year may be charged a special rate as determined by the administration to cover only the cost for personnel to operate and close the facility, including any overtime incurred.
- Short-Term Rent or Lease** Short-term rental or lease is defined as not more than two days per month over a three month period.
- Long-Term Rent or Lease** Long-term lease shall be defined as use of the facility more than two days per month for a period of three or more months. A long-term lease requires Board approval semi-annually.
- Prior to approval of a long-term lease, if applicable, the lessee shall be required to submit:
1. Statement of hardship and an application.
 2. Construction schedule and name of architectural firm.
 3. Copy of deed to construction site.
 4. Quarterly construction reports.
 5. A deposit equal to one month's rental fee, submitted with application.
 6. The lease may be terminated by either party with 14 days' notice. The District shall reserve the right to demand use of leased property for public school purposes upon reasonable notice (48 hours minimum).
- School Grounds** School grounds shall be available for community use and shall be divided into the following two categories:
1. Play fields shall be available for community use, and shall be scheduled in accordance with administrative procedures.
 2. Competition (interscholastic) fields and areas shall be available for use by organized groups within the community on a rental basis. Fees shall be established so that rental groups are charged an amount commensurate with the cost of maintenance, administration, and supervision of the facility.
- Kitchen** Use of the kitchens shall require that at least one cafeteria worker be present at each function. The District shall be reimbursed for the use of such personnel, including the cost of any overtime incurred.
- Emergencies or Disasters** The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.
- Required Conduct** Organizations using school facilities shall:
1. Conduct their business in an orderly manner.

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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.

Security

Lessees shall be responsible for providing security if requested by the school administration.

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.

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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]