

QUICK REFERENCE GUIDE: SUMMARY OF FACILITY USERS

Level of User	Group or Organization	Description/Examples	Key Terms Related to Facility Access
A	Instructional and Co-curricular Activities, Student Organizations, And School District Sponsored Activities	Includes school organizations such as classes, clubs, athletic teams, and school-sponsored events whose primary purpose and function is to support the District's programs.	<ul style="list-style-type: none"> • Level A Users shall be allowed use of school facilities without charge outside of regular school hours for regular meetings, approved social functions/activities, and athletic contests under the conditions and procedures established by the administration. • Level A Users receive highest priority for use of facilities. • Pre-approved Level A User activities are covered by the District's insurance. • Level A Users must make application for use of facilities through the School Principal or designee • <u>See AR124</u> for more information about student organizations.
B	Approved Parent/Staff Organization and Booster Clubs	Means any school-related organization of parents and staff recognized by the District pursuant to Policy No. 915 and Booster Clubs pursuant to Policy No. 916.	<ul style="list-style-type: none"> • In general, Level B users shall be allowed to use school facilities without charge outside of regular school hours for regular meetings and approved social functions/activities under the conditions and procedures established by the school's administration. • Level B Users may contract with vendors to provide an activity or service utilizing District facilities, but such a contract or arrangement must be approved by the District's Business Office (e.g., Science Explorers). • Level B Users receive priority over Level C, D, and E users, but not Level A Users • Pre-approved Level B User activities are covered by the District's insurance. • Level B Users must make application for use of facilities through the School Principal or designee
C	District Community Group ¹	In order to qualify as a District Community Group, more than 50% of the participants must reside in the District.	<ul style="list-style-type: none"> • Level C Users must establish to the District's satisfaction that more than 50% of its participants are District residents in order to receive a permit for District facilities. • Within this level, preference is given to non-profit groups that serve or support school-age children. • Nonprofit groups are any group with an IRS letter showing 501 (c) 3 tax exempt status. • Level C Users receive priority over Level D and E Users, but not Level A and B Users • Fee schedule/costs, insurance requirements, and other terms of use apply to Level C Users • Level C Users must make application for use of facilities through the District's Operation Department
D	Non-District Community Group ²	A Non-District Community Group is one that does not meet the resident participation requirements to be a District Community Group.	<ul style="list-style-type: none"> • Within this level, preference is given to non-profit groups that serve or support school-age children. Non-profit groups are any group with an IRS letter showing 501(c)(3) tax exempt status. • Level D Users receive priority over Level E Users, but not Level A, B, and C Users • Fee schedule/costs, insurance requirements, and other terms of use apply to Level D Users • Level D Users must make application for use of facilities through the District's Operation Department
E	Others or Other Groups	This category includes all other organizations or persons wishing to use school district facilities, including for-profit entities.	<ul style="list-style-type: none"> • Within this level, preference is given to non-profit groups that serve or support school-age children. Non-profit groups are any group with an IRS letter showing 501(c)(3) tax exempt status. • Level E Users have the lowest priority for use of District facilities • Fee schedule/costs, insurance requirements, and other terms of use apply to Level E Users • Level E Users must make application for use of facilities through the District's Operation Department
N/L	Incidental Users	4 persons or less using unoccupied or unreserved sports fields, running tracks, or	<ul style="list-style-type: none"> • No pre-authorization for use is required. • No fees charged.

¹ "Community Group" means any non-profit, community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency whose membership includes any person who is not a student in the District. To the extent permitted by law, in order to be considered a community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency, the activities and services of the organization must be available to all school district residents without restriction to race, creed, national origin, sexual orientation or political affiliation and may not have a charter or admission policy that violates federal or state law.

² See Footnote 1 for definition of "Community Group."

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		<p>tennis courts (2.a. and 2.b., below) by District residents is permitted without a permit during “daylight hours” when school is not in session, provided such use does not damage the field, surface, or property in any way.</p>	<ul style="list-style-type: none">• All other rules/terms of use apply.• The District reserves the right to determine whether an activity on District property constitutes incidental use and whether an application for access must be completed.
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