

3014 Use of School Property

Use of Specific Facilities by Application and Agreement

The district does not permit non-commercial use of its facilities by individual patrons without prior permission from the District and in compliance with this policy.

General Facilities Use Guidelines

- School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
- School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
- Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- The rental fees for school facilities shall be set by the board.
- Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the administration. The application must be received by the superintendent or his/her designee prior to the approval of any facility use.

- District facilities may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent or his/her designee. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and South Dakota law.
- Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

Definitions

- "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- "Superintendent" shall mean the superintendent of schools or his/her designee.

Use of School Property by Student Groups

Curriculum-related and Extracurricular student groups:

- Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- The district shall bear any costs associated with use by these groups

(*e.g.*, the fee paid to a cook or a custodian required to be in attendance).

- Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

Non-curriculum related student groups:

- Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
- Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
- These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
- Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
 - The facility use will occur during non-instructional time.
 - The district has facilities available to accommodate the group.
 - The use is voluntary and for the general benefit of the student participants.
 - The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

Use of Facilities by Non-student Groups

- The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
 - The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
 - Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.

Denial of Access

- The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
- Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
- The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.

Proof of Insurance and Indemnification

- When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to the district.
- The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.
- Any non-curriculum related or non-student group utilizes school district facilities, the District may require the group to indemnify and hold harmless the District from any damages that occur as a result of the group's activities.

Cancellations. Request for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so shall obligate the applicant and his organization to pay all custodial and such other expenses as are incurred in opening the building for his/her use. Cancellations due to inclement weather will not be penalized.

Adopted on: _____

Revised on: _____

Reviewed on: _____