

1130.1R USE OF SCHOOL FACILITIES INFORMATION - APPLICATION FOR USE OF SCHOOL BUILDING

Applications for use of buildings and grounds may be obtained at the facility being requested.

The application must be completed in full and must be signed by at least one adult supervisor and be submitted to the principal and Community Education Office for approval. Such application must be filed at least two days prior to the date requested and at least five days prior when overtime is involved.

Users of school facilities may be subject to rental fees as determined by the School Board and published in a separate fee schedule.

Meeting Place

Users must strictly adhere to rules prohibiting the overcrowding of rooms.

It will be necessary for all schools to schedule, in advance, the use of their buildings for all school activities to eliminate potential scheduling problems with outside agencies/groups desiring building usage. Schedules of school related events must be submitted to the Community Education office.

Regular Meetings and Hours

Applications should be made quarterly for use of rooms/facilities for regular meetings.

Activities

No charge shall be made to the following groups for use of schools on week nights during the school year: regular scouting activities, PTAs, community clubs, adult community groups, and adult education. Permits will be allowed where there is no conflict with regular school activities. When extra custodial staffing or overtime is required, such costs shall be charged to the program or activity incurring such cost.

A request for use of a facility, unusual in either character or length of time, shall be submitted to the Superintendent or the Community Education Coordinator for consideration.

Approved: 06-26-1972 ISD 709

Revised: 07-18-1978

08-10-1982

12-11-1984

06-20-1995 ISD 709