

ADMINISTRATIVE REGULATION

No. 707(a)

Board of Trustees Douglas County School District

PROPERTY

COMMUNITY USE OF SCHOOL FACILITIES

Since public schools belong to the citizens of the school district and are established, maintained and operated by funds largely provided by local taxes, the Douglas County School District Board of Trustees accepts the responsibility for making these facilities available to the community for appropriate activities which do not infringe upon or interfere with the conduct and best interest of the school system. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, group or organization or the purposes it represents. Facility Usage must comply with NRS 393.071 through 393.0719.

It is the Board's intention to grant the use of public school facilities under the Superintendent's direction in accordance with this administrative regulation. All requests for use of facilities by any outside organization are subject to policies, and rental and other fee schedules adopted by the Douglas County School District Board of Trustees. Arrangements for rental of a school facility are to be made through the principal of the site in question, except in cases of emergency when the Superintendent or designee(s) may make such arrangements. If the principal approves an application, he/she will include on the application form set fees according to the fee schedule that is part of this regulation.

The Douglas County School District does not allow use of its indoor or outdoor facilities for private commercial enterprise, nor does it allow use of school buildings for private activities such as birthday parties or weddings. Any exceptions must be granted by the Superintendent.

School or District fundraising activities utilizing District facilities that involve payment or economic benefit to individuals, non-school organizations, or private companies must be approved by the Superintendent or the Superintendent's designee(s). The following factors will be considered by the District in approving such fundraising activities:

1. Direct benefit to Douglas County School District students;
2. Economic benefit to the school as compared to the economic benefit to the individual, non-school organization, or private company;
3. Impact on school district facilities, equipment, and/or fields;

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4. Costs to the School District;
5. Liability to the School District.

District employees will not be permitted to use District facilities for activities that are not District- or school-sponsored or approved.

1. No reservation will be made until a properly completed application is approved by the site principal. The form will be completed in duplicate, with one copy returned to the applicant and one copy retained by the site principal. An application for use of school facilities should be made at least ten (10) days prior to the date of use.
2. All approved applicants who are not exempt from this provision as detailed in the [Applicability of Facility Use Fee and Insurance Requirements](#) of this regulation will be required to provide a Certificate of Comprehensive General Liability Insurance with minimum limits of \$1,000,000 each occurrence and \$1,000,000 Aggregate. The Douglas County School District should be named as "Additional Name Insured" on the certificate of insurance.
3. Charges listed in the [fee section](#) of this regulation include custodial services, kitchen use, security service, heat and lighting requirements. Requests for special arrangements such as a public address system, use of lighting panels, extra chairs, etc., may be made to the site principal who has the authority to allow or disallow use of specific school equipment and determine an appropriate rental fee for additional equipment. Upon approval, the site principal will indicate the appropriate fees on the application form and return a copy to the applicant. (Board Policy #708 is applicable and supersedes if this section is in question)
4. Groups using facilities are restricted to the dates and hours approved and to the building area and the specific facilities approved for use. The site principal will have the authority to determine which classrooms will be made available for particular community uses.

Areas with special care and instructions of use:

4a: Artificial Turf Surfaces – due to the care and maintenance required to ensure continued warranty of such product, usage of any field covered with artificial turf is conditional for any non-

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school related or non-NIAA sanctioned activities. Conditions are as follows:

- i. Approval of usage permit application; General Care Card of the turf will be attached to the permit as acceptance of due care and responsibility of user.
- ii. A \$100.00 non-refundable, paid-in-advance fee will be charged to cover on-going and future maintenance costs. Collected fees will be deposited in a site fund specified for turf maintenance.
- iii. A \$50.00 paid-in-advance security deposit will be held in lieu of a post-usage inspection. If inspection yields no damage, litter, etc., the deposit will be returned in full. If inspection yields damage, litter, etc., deposit will not be refunded and additional charges may apply.
- iv. Any exceptions must be granted by both the site principal and Business Services.

4b: All Weather Track Surfaces – due to the care and maintenance required to ensure continued warranty of such product, public access is conditionally granted to such sites. Public access will be guaranteed during non-school related or non-NIAA sanctioned activities, **and** when access gates are open to the public. Gates will be open to the public when appropriate custodial or grounds maintenance support is on site. Proper signage on track indicates appropriate availability and use of such surfaces.

5. Premises are made available with the understanding that "tipping" of custodial or other school personnel is not permitted. Only the Board of Trustees can authorize payment to District employees for services involving the use of school facilities.
6. With the exception of the use of athletic fields, a District employee must be present when facilities are being used by an outside group. Keys will be issued only to District employees. It shall be the duty of this employee to require that school and district rules and regulations are observed. In the case of athletic fields, the District generally does not require a District employee's presence. However, the District retains the right to require the presence of an employee if the District or site principal decides it is necessary.

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7. When Food Service facilities are to be used by an applicant, the Food Service Department will be notified by the site principal. Whenever an individual or organization utilizes food preparation areas and/or equipment, or electrical or mechanical cafeteria equipment, the Douglas County School District requires that a member of its Food Services staff be present. The use of the kitchen will result in a charge to cover the required school personnel costs.
8. Douglas County School District security personnel will be assigned as needed. The cost will be the responsibility of the organization using the facilities and will be covered by a fee. An exception will be granted if the organization using such facilities has the ability to provide regularly employed peace officers of the Douglas County Sheriff's Department. The final determination of whether security will be required for a specific use rests with the site principal.
9. District-owned vehicles may not be assigned for use by non-school groups, except under lease agreements with other public entities.
10. The Douglas County School District Board of Trustees recognizes that a need exists for outdoor recreation areas and, therefore, does not deny the use of school grounds to the public outside of school hours (exception as previously noted in this regulation). However, by allowing the school grounds to remain open, the District does not assume liability for injury. Any organization or group using any outdoor recreation areas must use it for activities that are appropriate and compatible with the grounds and surrounding area. Use shall not result in damages, destruction or undue wear to the areas or pose a hazard to any individual.
11. An authorized representative of the organization using the facilities must sign a statement of responsibility for any loss, damage, liability, cost or expense that may arise during usage and/or occupancy. If the organization does not take reasonable and proper care of the facilities, further use may be denied by either the District or site principal.
12. There shall be no smoking in or about school buildings and premises, nor shall intoxicants, narcotics or gambling be permitted in school buildings or on school premises.

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13. Use of decorations or scenery, moving of furniture, or storing of any property is prohibited unless special permission is given. Rooms used shall be left in the arrangement and precise manner in which they were found.
14. Nothing will be sold, given away, exhibited, or displayed without permission of the Douglas County School District.
15. In scheduling events in School District facilities, first priority will be given to School District and Douglas County Recreation Department activities (covered by a separate agreement). The Board of Trustees, through its designated representative(s), reserves the right to cancel any approved use of school facilities under this administrative regulation. When practical, one week's notice will be given for cancellation of use. However, the right is reserved by District or site principal to cancel approved usage without notice if an occasion demands such cancellation.
16. School property must be protected from damage and mistreatment, and ordinary precautions for cleanliness maintained. Groups shall be responsible for the condition in which they leave school facilities. In cases where school property has been damaged or abused beyond normal wear, the cost of repairing the damage shall be paid in full by the organization involved.
17. Members of the Board of Trustees and School District administrators reserve the right to enter buildings at any time.
18. All functions shall end by 10:00 P.M. unless special permission is secured in advance from the site principal. All permits will be issued for specific times and hours. It will be the responsibility of the organization using the building to see that unauthorized areas of the building are not used.

Failure to comply with any or all of the provisions of this administrative regulation shall be cause to deny future use of Douglas County School District facilities to the group not in compliance.

FEES AND USER CATEGORIES

For fee purposes, potential uses of school facilities are divided into three categories:

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1. School Groups: Douglas County School District faculty and student groups, including all student groups for which the District pays activity stipends or otherwise sponsors. This category includes PFAC and PTA groups.
2. School-Related Youth Groups and Douglas County Local Governments including the following: (A) Boy Scouts, Girl Scouts, 4-H Clubs, and other groups which serve Douglas County School District youth, and organizations that have education as their primary goal; and (B) Douglas County and other local governments as defined in Chapter 354 of Nevada Revised Statutes, and state governments. The use of school facilities to raise funds for school-related youth groups and Douglas County Local Governments as set forth above requires approval of the Superintendent.
3. Community Groups: This category includes local non-private groups including service clubs such as Rotary, Lions, civic groups, fraternities, political organizations, and religious groups. An applicant shall be considered as a community group if the contact person is a documented resident of Douglas County. The use of school facilities to raise funds for community groups requires approval of the Superintendent.

[See Policy related to this Administrative Regulation](#)
[See also: Administrative Regulations 707\(b\), 707\(c\), and Board Policy 708](#)
[Facilities Use Form – Parks and Recreation Department](#)
[Facilities Use Application Form](#)
[Fee Schedule](#)
[Applicability of Facility Use Fees and Insurance Requirements](#)
[Kitchen Use Request Form](#)

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