

IV. Procedures for Applying for Use of School Facilities

The following procedures will be used whenever an organization wishes to use school buildings or school grounds:

- A. The outside organization wishing to use the facilities must use the District Online Request System (e.g. Master Library Facilities Management Software). A User Account must be created in order to make online requests.
- B. All applications shall be made using the District Online Request System (e.g. Master Library Facilities Management Software) and submitted at least 30 days prior to the date of the requested use. Applications may be submitted for the current school year only, beginning August 1. Buildings are not available when school is not in session. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent or his/her designee. Permits are not transferable.
- C. If this is the first time an organization has requested the use of school facilities, a copy of the Board's policy and also the regulations and administrative procedures shall be transmitted to the organization. If it is expected that custodial charges might be made, a form letter in regard to the amount of these charges will also be given to the organization including the estimate of the cost based on these charges. Whenever a change in these charges is determined, a new form letter will be prepared and sent to the organization.
- D. Each online request received will proceed through the online approval process: District Administrator, Athletics if applicable then the Building Principal. If the Building is not available, the Principal will decline the request and the requester will receive an email detailing the reason. If the Building is available, the Principal will approve the request.
- E. Final approval will be given or denied by the Superintendent and/or his/her designee.
- F. The requester will receive an email after final approval. The Head Custodian and Security for the building requested will be notified after final approval.
- G. If there are any charges for use of the facility, the office of Buildings and Grounds will determine the amount and notify the Business Office from which an invoice will be forwarded to the organization.
- H. If the application is denied, the office of Buildings and Grounds will contact the applicant and explain the reason or arrange a time and date when an alternate facility may be available.