RECOMMENDED

ABBB - COMMUNITY USE OF DISTRICT PROPERTY

Definitions
This policy defines the following:

- *School property* is defined in NDCC 15.1-19-10(6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Community groups* means recognized civic, social, fraternal, and religious organizations.
- *Youth patriotic society* is defined in NDCC 15.1-06-14.1(1) as a youth group that promotes patriotism, civic education, and civic involvement, listed under title 36, United States Code, subtitle II, part B, as of January 1, 2021.

The Board recognizes that although the primary purpose of school property is to provide students with an appropriate learning environment, school property may be made available during non-instructional time to outside youth or community groups without discrimination and in accordance with the Equal Access Act of 1984, the Boy Scouts of America Equal Access Act or any other youth group listed in Title 36 of the United States Code as a patriotic society, and this policy, provided the use does not interfere with the educational programs of the District. This policy establishes conditions, restrictions and procedures for the use of school property for community purposes.

Authority
The Board delegates to the Superintendent or designee the authority to approve or deny the use of school property to outside youth or community groups for activities that provide an economic, educational, or cultural benefit primarily to the residents of the District.

The Superintendent or designee shall ensure that this policy is posted on the district's website.

The Superintendent or designee shall implement administrative regulations for requesting and granting permission for use of school property and shall distribute the necessary information to individuals affected by them.

An application for use of school property may be denied because of noncompliance with established policy and procedures by the Superintendent or designee.

School Property Use Guidelines
An outside youth or community group requesting permission to use school property must submit to the Superintendent or designee a written request on the prescribed application form at least ten days in advance of the proposed date of use.

The application must specify the portion of the school property requested for use; proposed activities; number of individuals participating; and the date, time, and duration of the proposed event.

No application to use school property shall be approved if the proposed activity would result in any of the following:

1. **Conflict with any school-sponsored activity;**
2. **Access to school property is closed due to renovations, maintenance, cleaning, the school calendar, or board action;**
3. **Access to school property containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator;**
4. **The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity; and**
5. **Private and personal use of school property.**

The District shall check with its insurance carrier to ensure coverage and, if available, obtain written confirmation of this coverage prior to granting a property use request OR the outside youth or community group members using said property shall agree to pay all damages resulting from rental and/or use.

Limitations

When individuals and community groups receive written permission to use school property under this policy, such use shall be conditioned upon strict compliance with the following:

1. **Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form;**
2. **All activities must be held during non-instructional time or receive special permission from school personnel;**
3. **All activities must terminate and all outside youth and community group members must exit the school premises as stated in the approved written request form or receive special permission from the Superintendent or designee;**
4. **When advertising or promoting activities held on school property, outside youth and community groups shall clearly communicate that the activities are not being sponsored by the District; and**
5. **School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Such use shall be approved by the Superintendent or designee and conditioned upon the users of school equipment acceptance of liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.**

Prohibited Activities

The following activities are strictly prohibited on school property when outside youth and community groups are granted written permission to use said school property:

1. **Conduct that would alter, damage or be injurious to any district property;**
2. **Conduct that would constitute a violation of state and federal laws and district policy;**
3. **Possession of weapons;**
4. **Use of tobacco or electronic smoking devices as defined in law or district policy;**
5. **Possession or use of marijuana products as prohibited by state or federal law;**
6. **Possession, use, distribution or dispensing of drugs or alcohol prohibited by state or federal law; and**
7. **Gambling, games of chance, lotteries, raffles or other activities requiring a state gaming license or permit, unless such activity has been expressly authorized by the Board or administration.**

Violations

The District reserves the right to remove from district premises any outside youth or community group who fails to comply with the terms and conditions of this policy and established procedures.

In the event an outside youth or community group violates this policy or the terms under which permission was granted to use school property, that outside youth or community group forfeits the right to submit future written requests to use school property, unless otherwise decided by the Board.

Fee Schedule

The Superintendent shall establish, and submit to the Board for approval, a schedule of rental and service charges to offset district costs.

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users. Users may be responsible for extra custodial fees.]

End of Hope-Page School District Policy ABBB ..... Adopted: 10/2024