Timberlane Regional School District	Policy Code: KF
Adopted: 10-13-98 **Revised: 12-15-16** **Revised: 12-01-22** **Revised: 06-15-23**	**Page 1 of 1**

USE OF SCHOOL BUILDINGS AND FACILITIES

Any group or individual requesting the use of school facilities, except for school activities, must complete the Facilities Department's online Request for Use of Timberlane Regional School District Facilities form not less than two weeks prior to the time school facilities are needed. School sponsored activities shall take precedence over any outside use unless approved by the Superintendent.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines. Approval will be issued on a first come basis.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-two (22) and listed in Title 36 of the United States Code. The Board and/or superintendent reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damaging property or for any purpose prohibited by law. The Superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities and/or have the authority to waive or adjust rental fees, and waive the two-week submission date of facility requests.

Appendix KF-R