

POLICY	902	Page: 1 of 4
SERIES	900	School/Community Relations
SUBJECT	902	Use of School District Facilities and Equipment
Adopted		September 25, 2001
Revised		January 2004, May 12, 2009, September 12, 2017; August 10, 2026
Reviewed		July 2026

I. PHILOSOPHY

It is our belief that all school facilities are community centers operating in partnership with other groups within the community. The School Board encourages the use of school facilities by public and private agencies and institutions that share in the health, welfare, and educational interests of the School District. The right to authorize use of school facilities shall be retained by the Board through the Superintendent or designee, the Director of Community Education. District buildings and grounds will be made available for community uses according to the following procedures:

II. PROCEDURES

A. Permit Requirements/Fee Classifications

The Community Education Department coordinates rental and use of all School District facilities. All usage beyond the traditional school day (7:30 a.m. to 4:00 p.m.) requires a building usage permit. In addition, there are designated district-wide facilities that require a permit at all times. These include the Fine Arts Center, Swimming Pool, and District Services Center. Applications for a permit must be submitted to the Community Education Department. Permit holders will be required to sign a rental agreement.

Organizations desiring building/facility use are classified into three categories. Rental fees and rental priorities are determined according to this classification.

1. Class A (Priority) School, District and Community Education

There is no charge related to the following activities:

- a . Elections
- b . School, federal, state or municipal hearings
- c . City-sponsored recreation

Staffing charges may be made for special set-up and for all activities which are scheduled when buildings are not normally staffed with custodial personnel.

2. Class B or Resident/Youth/Non-profit

There is a charge for the following groups.

- a. Non-profit community based civic groups

- b. Youth service, including organized youth groups such as Boy/Girl Scouts and 4-H
- c. Non-profit community-sponsored athletic associations
- d. Non-profit community adult groups
- e. Area colleges and universities for academic use

Groups qualify as resident with 75% district resident participants.

3. Class C or Non-Resident/Non-Profit Other/For-Profit

There is a charge for the following groups and any other activity not listed in the above categories.

- a. For-profit organizations and businesses
- b. Non-school district groups, 25% or more non-resident participants
- c. Private family functions
- d. Faith organizations contracting for worship, instruction or fundraising
- e. Political groups (conventions/meetings)
- f. Athletic associations without local affiliation
- g. Other

Class C groups are required to place a 25% deposit of estimated total bill. Deposit must accompany reservation request.

- B. If a conflict arises with a permit holder's scheduled use of a facility and a school district activity or program, the school district's activity or program will take priority.

III. RULES AND REGULATIONS

1. A signed application for a permit constitutes acceptance by the applicant to comply with all rules and regulations regarding the use of school facilities and a willingness to comply with all other school district policies.
2. A permit holder/organization must agree to assume all responsibility for damage or liability of any kind which arises out of the use of school district facilities and further will hold harmless the school district and its officers and employees from any and all claims, damages, liabilities, or rights of action directly or indirectly arising out of the use of school facilities.
3. In the event of damage to school district property, the permit holder will pay the amount of repair or replacement costs, as determined by the school district. The permit holder shall accept the school district's determination of the amount owed.

4. Adequate adult supervision (21 years of age or older) must be provided by the permit holder during the entire use of the school district facility.
5. The possession and use of tobacco, alcoholic beverages and illegal drugs are not permitted on school district property.
6. No firearms or weapons may be brought onto school district property, except as specifically allowed under state law, including by on-duty law enforcement officers.
7. Gambling or any other illegal activities may not be conducted on school district property.
8. Fire and safety regulations of the state, school district, county and city must be observed at all times. Also, permit holders must comply with ordinances pertaining to public assemblies.
9. Concessions or food services may not be conducted on school district property without the permission of the Community Education Director or designee. All applicable state or local permits must be submitted prior to use of school district facilities. Renters must have permits on hand during the duration of facility use.
10. A school district employee must be on duty whenever facilities are in use. If particular school district personnel are required to be present due to the nature of the use of the facility, such as the use of a kitchen, the permit holder will be notified, and a service fee may be charged to the permit holder.
11. It is the permit holder's responsibility to set up and leave the facility in the same condition which the permit holder found it, including returning all furniture and equipment to its original order. A permit holder may be assessed a custodial service fee if the use of a facility requires significant cleanup.
12. School district equipment (i.e. recreation/athletic equipment, audio-visual equipment, extra chairs) may be used by a permit holder with permission of the Community Education Director or his/her designee for a fee, as determined by the director or designee.
13. Permit holders must receive advance permission to bring any equipment into school district facilities. The school district shall not assume liability or responsibility for any equipment owned or leased by the permit holder, which is used or stored on school district property. A fee may be charged to permit holder for storage of equipment.
14. Permit holders must receive advance permission from the Community Education Director or his/her designee to adhere materials of any kind to school district property, including, but not limited to floors and walls.
15. Permit holders may not engage in fundraising activities, advertising or for profit sales except as specifically approved in advance by the Director of Community Education and

in compliance with school district policy.

IV. LIABILITY INSURANCE

A. A permit holder must provide a certificate confirming liability insurance in the minimum amount of \$500,000 per person and \$1,500,000 per occurrence. The insurance policy and company are subject to approval by the school district, and the school district must be named in the policy as an additional insured. If the appropriate insurance certificate is not provided by the permit holder at least 5 business days before the scheduled use of a school district facility, the permit will be revoked.

B. Exceptions

The school district may waive the type or amount of liability insurance required in IV.A. if the Director of Community Education or his/her designee determines that the permit holder has other adequate insurance for the particular activity or event for which the school district facility will be used. For example, the school district may accept special events liability coverage if it is determined that it adequately protects the school district, and the school district is named as an additional insured.

V. DENIAL AND CANCELLATION OF PERMITS

A. A permit is not considered a lease, and the school district reserves the right to deny, cancel or revoke any permit at any time with or without cause. Causes for cancellation include but are not limited to:

1. inadequate supervision;
2. Misuse of equipment or facilities;
3. Inappropriate or unacceptable conduct by the permit holder or individuals using school district facilities;
4. Emergencies, including weather conditions or building limitations;
5. Failure to comply with any school district policy;
6. Actual or potential activities by permit holders that may be potentially harmful or dangerous, potentially disruptive to the school facility, contrary to school district policy or activities, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community;
7. The permit holder's use or intended use of the school district facility is inconsistent with that identified at the time of application, as determined by the school district.