# Students

## Exhibit - Application to Establish Noncurriculum Related Student Groups That Are Not School Sponsored and Request for Free Use of School Premises for Meetings

[*For high school and unit districts*]

A student must complete this form to request to establish a noncurriculum related student group or club that is not school sponsored and to request the free use of school premises for a meeting. Only one student needs to complete the application. Submit the completed application to the Building Principal at least one week before the first meeting. When a copy of this form is returned to the student with the necessary approval signature, the group may use the designated school premises, at the identified time, for its meetings.

| | | | |
|---|---|---|---|
| 1. | | 2. 3. | |
| 4. Student applicant | | 5. 6. | Student contact number |
| 7. | | 8. 9. | |
| 10. Student group name | | 11 12. | Requested school premises to be used |
| 13. | | 14 15. | |
| 16. Program/Meeting | | 17 18. | Program/Activity date(s) and time(s) |
| 19. | | 20 21. | |
| 22. Materials or equipment to be brought into facility, if any | | 23 24. | |

**The following rules apply to the free use of school premises by noncurriculum related non-school-sponsored student groups:**

1. The meeting(s) must be student-initiated, meaning that a request to use school premises is being made by a student and the group or club is led by a student.
2. The meeting(s) must occur during noninstructional time identified by the Building Principal. This time is typically before classroom instruction begins or after it ends.
3. In scheduling the use of school premises, activities associated with the District's educational program have priority over the activities of any other organization. Otherwise, school premises will be available on a first-come, first-served basis.
4. The assigned room and its contents must be restored to its original condition and configuration after each use. Only modular furniture may be moved. Nothing shall be adhered or affixed to walls that will leave marks. Any decorations used shall be removed after the meeting. The contents of any assigned room are the property of the District or teacher and shall not be handled or removed.
5. Before any meeting, a member of the noncurriculum related non-school-sponsored student group must give the office the names of anyone attending the meeting who is neither a student nor a school staff member. All visitors must register at the school office before proceeding to any scheduled student meeting. Non-school individuals may not regularly attend meetings. Any visitors to school property are also expected to follow Board policy 8:30, *Visitors to and Conduct on School Property*.
6. All advertisements, including flyers or wall postings, must contain neutral content generally limited to club/group name, meeting time(s), and location(s) as well as the approval, with initials,

of a teacher or administrator and include the following disclaimer: "This flyer was created by the [*insert name of student group*] and does not in any way represent the views or opinions of [*insert District name*]." Any advertisements must also comply with Board policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities.* The following mediums may be available on request to announce group meetings:

- Office bulletin board containing announcements
- Public address system
- Student newspaper
- School or District website

7. No activity is allowed on school grounds that would violate the student disciplinary policy. Any student who engages in misconduct is subject to disciplinary action, including suspension and expulsion.
8. A school staff member must be present in a supervisory capacity.
9. The Equal Access Act, 20 U.S.C. §4071 et seq., controls the free use of school premises by non-school-sponsored noncurriculum related student groups.
10. The use of school facilities by student groups or clubs directed and controlled by non-school persons is governed by Board policy 8:20, *Community Use of School Facilities*. Do not use this form to request meeting space for those groups or clubs.
11. The school retains the right to suspend the student group's or club's approval status and/or use of school premises or resources at any time for violations of these rules.

**I agree to follow the rules stated in this application and all Board policies and administrative procedures related to the student group's use of the school's facilities.**

| 25. | 26. | 27. |
|---|---|---|
| 28. Student applicant signature | 29. | 30. Date |

*Note to office: after the Building Principal acts on this application, return a copy of it to the student making the request and keep the original in the office.*

31. ☐ **Approved** ☐ **Denied**

**This non-school-sponsored student group may meet in the following location at the identified times with the assigned school staff member supervising the meeting:**

| 32. | 33. | 34. |
|---|---|---|
| 35. Location and Assigned School Staff Member | 36. | 37. Time |
| 38. | 39. | 40. |
| 41. Building Principal or designee | 42. | 43. Date |

Adopted: September 2026