Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other noncommercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations, including community youth programs and clubs, shall be granted the use of school facilities, and grounds, at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. All use of school facilities requires the Superintendent's approval and is subject to the following procedures.

The District Activities Director shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the Director's office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the District Activities Director.

GENERAL REQUIREMENTS

1. The superintendent is hereby authorized to determine rental fees to be assessed for the usage of school facilities and equipment. The superintendent also has the authority to reject any or all applications for rental or use of district facilities and equipment. The district reserves the right to refuse rental of any facilities at its discretion.

2. No district facilities or equipment will be rented to any profit-making organization or individual for private or commercial use not directly associated with the schools.

3. School district equipment or property will not be loaned to individuals or organizations unless such a loan is part of an agreement for rental or use of district facilities. Nothing in this policy will prevent the school district from loaning equipment to other taxing units or other agencies in emergency situations.

4. The approved applicant must agree to:

    a. Save and hold harmless the district;

    b. Assume full responsibility for all liabilities arising incident to occupancy or use; and

    c. Repair or replace any damage to the facility or equipment incurred as a result of the use or rental of the district facilities.

SPECIAL REQUIREMENTS AND RESTRICTIONS ON USE

1. An extra hourly overtime rate may be charged for supervision and/or custodial services.

2. A cleaning deposit may be required at the discretion of the building supervisor.

3. The following activities will not be allowed on district property:

    a. Consuming or using tobacco, alcohol, or drugs;

    b. Engaging in games of chance or any activities that suggest gambling or games of chance; or

    c. Teaching or promoting of any activity that is intended to disrupt or damage the district.

4. Additional restrictions on use of district facilities and equipment:

    a. Any special decorations must be erected in a manner approved by the fire marshal and the district. Removal must be completed immediately following the function.

    b. The selling or consuming of food or drink in auditoriums, gymnasiums, or other sitting areas must be approved by the superintendent.

    c. The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Overtime compensation will be paid by the applicant.

    d. The applicant may be required to provide supervision and police security, as determined by the superintendent.

The requesting organization or individual granted use must follow all policies, rules, and regulations of the board regarding the use of district property or facilities and the conduct of persons in or on district property or facilities, whether now or hereafter adopted.

The use of the property or facilities will not, in any way, interfere with the operations of this district or any of the programs or activities of the district. If required for district purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The board assumes no responsibility for properties left on the premises by the applicant. The board or its representatives will have free access to all rooms at all times.

District facilities will not be available for use for public dances, whether sponsored by school groups, community groups, or individuals.

Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.

The athletic fields are to be used only for the purpose for which they were designed and are maintained. Requests for exceptions are to be handled individually upon merit, through the principal of the school involved.

Use of Equipment:
It shall be the policy of the schools not to lend such equipment as tables, chairs, projectors, tape recorders, record players, radios, or other such equipment. The only exception to this would be as a joint venture with either civic or other public supported institutions. In any event, such a venture must be handled through the building principal. Exceptions to this rule may be made by the Superintendent on a case by case basis.

Requests for the use of all school facilities by outside organizations shall be made to the principal of the school involved. Time and dates shall be approved by the principal prior to forwarding to the Activities Director.

The principal is responsible for arranging the custodial service in coordination with the Maintenance Supervisor, if necessary.

Keys to school buildings and other school facilities may be issued only to employees of the school district.

♦ ♦ ♦ ♦ ♦ ♦ ♦

LEGAL REFERENCE:
Idaho Code Section 33-601(7)

ADOPTED: February 15, 2005

AMENDED: May 11, 2015

ATTACHMENTS: Facilities Use Agreement