

## USE OF SCHOOL BUILDINGS AND FACILITIES

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility use applications are available at the Middle/High School office.

The use of School District property will be approved for qualified applicants on a first-come first-serve basis. Approval may be denied for reasons such as 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. School sponsored activities will have first priority.

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. (See KF-R, Application for Permission to Use Buildings or Properties.) The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school building or other facility, the school may require that a district employee be on hand, paid for by the organization, when in the opinion of the Superintendent or designee, 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 damage to 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 the use of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

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