

Procedure © 3-202.A Facility Use - Short Term Facility Use

A. Definitions

"Educational function" means uses that are directly related to the educational mission of the District as adopted by the Governing Board, and includes parent-teacher organizations, youth organizations and school employee organizations.

"Extended resource programs" means activities offered on school property before or after school or at times when school is not customarily in session for children who are of the age required for kindergarten programs and grades one through eight.

"Lawful purpose" under the policy includes recreational, educational, political, economic, artistic, moral, scientific, social, religious or other civic or governmental purpose in the interest of the community, including extended day resource programs.

"Reasonable use fee" means an amount that is at least equal to the District's cost for utilities, services, supplies, or personnel that the school provides to the lessee pursuant to the terms of the lease.

"Short Term Facility Use" means the lease or approved use of all or a portion of District facilities for less than one (1) year.

"Uncompensated use" means that the group or organization pays only the District's direct costs resulting from the use of the facilities.

B. Short Term Use

The Board may grant the use of school facilities to any person, group, or organization for any lawful purpose. Such use shall not interfere with any school activity.

C. Fees

A reasonable use fee shall be charged for the use of school facilities and property. The fee may be offset by goods contributed or services rendered by the lessee.

A schedule of fees and direct expenses shall be adopted annually and include the following classes of usage:

Class I

Class I, is one for organizations that are considered to be associated with the District, e.g., school associated groups or school-age children's activities.

Class II

Class II, is for non-profit organizations, civic or religious organizations and for political subdivisions (must provide I.R.S. 501(c)(3) acceptance letter).

Class III

Class III is for commercial or profit-making ventures and sports organizations, profit and non-profit.

Class IV

Class IV, is for organizations that do not come under Category Classes I, II, or III above and therefore require a determination by the Director of Business Services.

All fees are based on a three (3) hour minimum rental. Additional hours can be purchased at one (1) hour increments. There may be a charge to users for custodial service during normal working hours (7:30 a.m. to 11:00 p.m., Monday through Friday), depending upon the extent of such service required. However, all users will be required to pay custodial services at a rate of time and one-half (1 1/2) the custodians' basic hourly wage. Custodial service on a holiday is charged at double the custodian's basic hourly rate. Additionally, charges for special custodial service will be made for a minimum of four (4) hours on each occasion. Other personnel required will be available at the District's costs.

The Superintendent has discretion to deny or cancel any request for use of District property if deemed not in the District's best interest, subject to applicable laws.

D. Uncompensated Use

The Superintendent may permit the uncompensated use of school buildings and grounds by any District or school related group or by any non-school related community non-profit organization whose membership is open to the public, provided that the activity for which the facility is to be used promotes the educational function of the District.

Use of facilities or property that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District. The Superintendent has discretion to approve or deny uncompensated use of District facilities and property.

E. Approved Booster Clubs/ Parent Teacher Organizations

Only an approved parent support group organization may access and use District facilities as a Class I user in accordance with this Policy. To remain approved, an organization must conduct its activities in a manner consistent with the educational mission of the District and must follow all operating guidelines required, including but not limited to having sufficient insurance and initiating sufficient security controls regarding funds raised.

F. District Use Conflicts

The District will use its best effort to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation or rescheduling of a school-sponsored activity.

G. Insurance

Proof of liability insurance with minimum limits of \$1,000,000 shall be required for the use or lease of school property. The District may require that the District and its Board, employees, and agents be named an additional insured under the liability insurance policy during the use of the facilities and property.

H. Rules Applicable to Lessees

The Superintendent may establish requirements to implement use of District facilities and to prevent damage to and preserve District property. If damage to the facilities occurs as the result of the lessee or user, charges shall be assessed to cover the amount of the damage.

I. Application Process

Initial inquiries for use of school facilities should be made to the appropriate school principal(s) or site administrators to determine if the facility is available and to obtain approval for the application process to move forward. School activities shall always be given preference for use of facilities. Upon approval by the building administrator, the applicant shall obtain a facilities use packet from District's business services department.

J. Elections

A building principal may deny a request to provide space for use as a polling place if, within two (2) weeks after a request has been made, the principal provides a written statement indicating a reason why the election cannot be held in the school that includes any of the following:

1. Space is not available at the school;
2. A disruption of the normal school activities would occur; and/or
3. The safety or welfare of the students would be jeopardized.

Posting of political signs and other electioneering activities shall not be permitted on school property at any time, including on election day at school sites used as polling places.

K. Civic Center School Fund

Funds received for and derived from the short-term use or lease of school shall be promptly deposited with the County Treasurer, who shall credit the deposits to the civic center school fund of the District. Monies placed to the credit of a civic center school fund may be expended for civic center school purposes by warrants drawn upon order of the Board or Superintendent.