

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or this policy.</p>
SCHEDULING PRIORITIES	<p>The campus principal and/or the District facility manager shall have authority to cancel a scheduled nonschool use if conflict arises with a District activity.</p>
APPROVAL OF USE	<p>Individuals or organizations desiring use of a District facility shall obtain and complete a written facility use application and submit it to the campus principal. In completing this application, the individual or organization shall indicate receipt of and understanding of this policy and any applicable administrative regulations.</p> <p>The campus principal or other appropriate administrator shall review the application and determine whether the requested facility is available for use. If the facility is available, the principal or administrator shall forward the application to the District facility manager, who shall determine if the proposed use is consistent with District policy. Upon approval by the facility manager, arrangements for the collection of fees, scheduling of personnel, verification of insurance, and compliance with all other administrative requirements shall be made.</p> <p>Facility use applications may be obtained from the District facility manager or online through the District's Web site.</p> <p>Requests shall be made at least two weeks before the event.</p>
RELEASE OF LIABILITY	<p>In applying for use of District facilities, organizations or individuals using school facilities shall agree to release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during use. Damages and the cost associated with repairs shall be determined solely by the District and borne by the user.</p> <p>Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.</p> <p>[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]</p>
PRIVATE LESSONS	<p>Private lessons, although for profit, serve an important school purpose because the lessons enable students to be more proficient. A separate fee schedule for private lessons shall be established by the Board. Criminal history checks shall be required of all persons providing individualized instruction. The fine arts department shall</p>

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be responsible for obtaining and monitoring the criminal history checks.

SPECIAL PROVISIONS The following shall apply:

1. All rental agreements shall be reviewed annually.
2. The District reserves the right to cancel a rental agreement at any time use would interfere with school activities or when the wear and tear to the facility becomes too great. Determinations regarding interference with school activities or regarding excessive wear are within the sole discretion of the District.
3. Facilities shall not be rented on Christmas, Thanksgiving, New Year's Day, Independence Day, or Labor Day, unless a waiver is granted by the Superintendent or designee.
4. Any use of District kitchen facilities shall require the presence of a District cafeteria manager.
5. The District athletic director shall approve all sports camps.
6. An organization using a District facility shall be required to show liability coverage unless a waiver is granted by the Superintendent or designee. [See RELEASE OF LIABILITY, above]
7. The District reserves the right to charge any appropriate fee that is deemed necessary for use of District facilities. The District, when deemed necessary, reserves the right to require an administrator or police presence for any facility rental at the sole cost of the user.

USAGE FEES

Users shall be charged a fee to pay for operation, supervision, or cleanup costs at District facilities. The facility manager shall collect all fees, which shall be paid in advance of use. The Board shall publish a schedule of fees for the use of District facilities.

Usage fees shall be determined by the following classifications:

COMPLIMENTARY

Parent/teacher/employee organizations and other adult groups organized for the express purpose of supporting District activities and/or programs such as PTA/PTO, booster clubs, and employee organizations shall be permitted to use school facilities without charge during normal business hours for meeting purposes. [See DGA, GE]

Complimentary use shall not include the use of Districtwide facilities such as stadiums and the natatorium.

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions,

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	<p>or for public meetings sponsored by state or local governmental agencies.</p> <p>Each organization that qualifies for complimentary use of facilities shall be allowed two free functions per year at the facility during nonschool hours. These functions may be activities such as fundraisers, meetings, or special events.</p>
COST RECOVERY USE	<p>Any group, except for-profit businesses, using the District's facilities for fewer than 12 times per school year (September 1 to August 31) or groups that qualify for complimentary use that request use beyond the two nonschool-hour functions discussed above, shall be required to pay cost-recovery use fees.</p>
GENERAL USE	<p>All other groups or organizations not in the above two categories that request use of a District facility shall be required to pay general use fees.</p>
EMERGENCIES OR DISASTERS	<p>The Superintendent or designee may authorize the use of school facilities by civil defense officials in case of emergencies or disasters.</p>
PUBLIC MEETINGS OF STATE OR LOCAL GOVERNMENTS	<p>Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.</p>
REQUIRED CONDUCT	<p>Organizations using school facilities shall:</p> <ol style="list-style-type: none">1. Conduct their business in an orderly manner.2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
EFFECTIVE DATE	<p>This policy shall become effective on September 1, 2005.</p>
APPLICABILITY OF POLICY	<p>This policy applies to the use of all District facilities unless this policy is specifically superseded by another policy, rule, or contract.</p>