

**Scope of Use**

The Board permits public use of designated school facilities for educational, recreational, philanthropic, religious, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

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**Repeated Use**

School facilities shall not be used on a continuous, permanent basis by an individual, group, or organization other than for school-related purposes.

School facilities shall not be used by organizations on a regular basis for a period longer than one year.

Exceptions

The Superintendent may approve a request for an extension of time beyond one year if the organization has a facility nearing completion or has plans for completion within a reasonable time.

The limitations at REPEATED USE, above, shall not apply if the Board determines that a particular facility is no longer needed for school-related activities.

Facilities Not Available

Kitchen facilities may not be used by any group during regular serving and working hours, which shall normally be from 7:30 a.m. to 2:00 p.m.

Kitchen and other cafeteria facilities shall not be available for use during official holidays or during summer recess without special permission from the Superintendent.

**Nonprofit Fund-Raising**

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

<b>For-Profit Use</b>	The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.
<b>Scheduling</b>	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
<b>Approval of Use</b>	The principal is authorized to approve use of facilities on a school campus. The Superintendent or designee is authorized to approve use of all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities. Use of all facilities shall be coordinated with the facilities manager.
Exception	No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.
Emergency Use	In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.
<b>Use Agreement</b>	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.
<b>Fees for Use</b>	<p>Nonschool users shall be charged a fee for the use of designated facilities, according to the approved fee schedule.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
Summer Camps	At his or her discretion, the Superintendent or designee may authorize an organization to conduct a summer camp for children residing in the District's attendance zones. The organization shall be charged a fee according to the approved fee schedule.

**Exceptions**

The approved fee schedule shall establish priority classifications for facility use and shall specify the fees to be assessed, if any, for each classification based on the type of use requested.

The District recognizes that employee organizations and groups organized for the express purpose of supporting District activities and/or programs provide a benefit to staff, students, and campuses. As a result, these groups shall be permitted to use District facilities without charge.

Organizations that are exempt from facility rental fees include:

1. Organizations representing professional, paraprofessional, and support employees.
2. District-affiliated, school-support, booster, or parent-teacher organizations.
3. School-sponsored, curriculum-related groups.
4. Noncurriculum-related groups [see FNAB].

Even though fees may not be assessed, these organizations shall still be required to receive prior approval for the facility use from the appropriate campus facility administrator.

**Required Conduct**

Persons or groups using school facilities shall:

1. Conduct 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. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

**Liability Insurance**

An individual and/or organization using school facilities shall demonstrate to the satisfaction of the Superintendent or designee that the individual and/or organization possess adequate liability insurance. The user shall furnish evidence of \$1 million in liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.