COMMUNITY USE OF SCHOOL FACILITIES

The primary function of school facilities is to serve the educational needs of students in our School Unit. The Board wishes to make these facilities available for broader community use when they are not in use for school purposes. The Board retains the right at all times to make individual decisions regarding the use of school facilities, but generally facilities will be made available in accordance with this policy.

The Superintendent shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use, as long as they are consistent with this policy.

A. Prohibited Activities

The following general prohibitions apply to all outside users of school facilities. Other activities may be prohibited on a case-by-case basis at the discretion of the Superintendent.

1. No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts.

2. No school facility shall be made available for any activities that are, in the opinion of the Superintendent contrary to the best interests of the School Unit or the welfare of its employees and/or students.

3. No school facility shall be made available in violation of any local, state or federal laws.

4. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds or equipment.

5. Possession or consumption of alcohol or illegal drugs on school property is prohibited.

6. Use of tobacco products is prohibited on school property.

B. Conditions of Use

The following general conditions apply to all outside users of school facilities.   Any additional conditions applicable to particular facilities will be provided at the time of application for facility use.

1. The School Unit assumes no liability for any damage or loss to non-school property resulting from the use of school facilities.

2. Proof of adequate liability insurance or financial resources may be required, depending upon the particular use.

3. Applicants must complete a facility use application and agreement which contains a release and indemnity provision and comply with all administrative procedures for reserving school facilities.

4. Organizations and groups must designate a specific person responsible for the event and for the supervision of those attending the event. The person responsible for any facility use must be over the age of 21.

5. Facilities must be used only for the approved purpose.

6. Any event advertising must make clear that the event is not school-sponsored.

7. Users must comply with all life safety code requirements and school safety rules.

8. All Board policies, procedures and school rules remain in effect during any facility use.

9. The Superintendent reserves the right to require that school personnel (such as custodians, kitchen staff or others) be present during an event. Any such costs shall be borne by the user.

10. Users are responsible for maintaining appropriate supervision, order and security during the event. The Board/designee reserves the right to require that security or police personnel be present during an event. Any such costs shall be borne by the user.

11. Authorized school staffs retain the right to access all school facilities during all events.

12. All facilities and equipment must be left in the condition in which they were received. The user shall be responsible for any clean-up and/or equipment repair or replacement costs incurred as a result of the facility use.

C.   Policy Violations

Users who violate this policy may be required to vacate the facility immediately and may, at the discretion of the Superintendent, be barred from future facility use.

D.   Appeals

In the event that use of school facilities is denied or revoked, the applicant or user may appeal the decision in writing to the Superintendent. The Superintendent's decision is final.

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