



Book	Administrative Guideline Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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#### 7510A - **USE OF DISTRICT FACILITIES**

##### Applications

Any individual or non-school sponsored group desiring to use District facilities shall complete an application and submit it to the District for approval.

- A. The Principal shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy, with the exception of Sunday use which must be approved by the Director of Business and Auxiliary Services.
- B. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- C. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Director of Business and Auxiliary Services with or without due notice. All approvals are to be granted with this understanding. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- D. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

##### Ineligible Users

Groups or persons will not be granted permission to use District facilities for unlawful purposes, if the use would interfere with use for school purposes, by school related groups, or for school-related functions, or if the use by a particular group is likely to be construed by the public as the district's or school's endorsement or approval of a particular message.

##### Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.

- E. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the principal.
- F. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is not permitted.
- H. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- J. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- M. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- N. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- O. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- P. The District will not be responsible for any loss of valuables or personal property.
- Q. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- R. Playground facilities may not be used by any youth over the age of twelve (12) nor shall any person be allowed on playgrounds after dark.
- S. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.