

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### **II. GENERAL STATEMENT OF POLICY**

The board of education encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The board of education may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Community Education Department. The administration will present recommended procedures for the processing and review of requests to the board of education. Upon approval by the board of education, such procedures shall be an addendum to this policy.
- C. The board of education may require a rental fee and/or consumable fee for the use of school facilities. Such fees may include the cost of custodial, food service and supervisory or other staff services if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. It may also require proof of insurance in the form of a certificate of liability insurance naming "Independent School District 194" as an additional insured. A fee schedule, deposit or surety bond schedule, minimum liability insurance coverage and payment procedure shall be presented for review and approval by the board of education.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

**V. USE OF SCHOOL EQUIPMENT**

The administration will present a procedure to the board of education for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the board of education, such procedure shall be an addendum to this policy.

**VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The board of education expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.