

Community Use of District Facilities

1. Application for the use of any building or grounds of the district shall be made in writing to the superintendent's office. Such application shall be signed by an adult who will be responsible for the care of the facility. The application shall state the organization's name, the purpose for the facility use and the time of the proposed use.

To assure reservations of the facility, applications shall be in the school office, far enough in advance to allow ample time to properly plan for the use of the facility, preferably 10 days before the date of use.

2. Upon approval, the application becomes a contract agreement between the district and the organization.
3. Payment, when required, for the use of the district facility shall be made to the superintendent's office within one week after the facility has been used, unless special arrangements have been made previously. Payment shall be in accordance with the contract agreement and the schedule of charges approved by the Board.
4. Request for the cancellation of the agreement shall be made to the superintendent's office not later than one day preceding the scheduled use of the facility. A regular charge shall be made in accordance with the contract agreement and schedule of charges for the facility engaged and not used unless such notice to cancel is given.
5. The Board reserves the right to cancel at any time, any and all agreements for the use of its facilities. The superintendent is hereby authorized to cancel at any time, any and all agreements issued for the use of its facilities when he/she deems such action is necessary for the best interests of the district.
6. The superintendent is authorized to make a reasonable exception to the rules and regulations covering the community use of the buildings.
7. Any damage to the district property (i.e., school grounds and buildings) shall be assumed by the sponsoring parties. The district facility shall be left in the same condition as found.
8. When any group from categories 1-3 uses district facilities, an employee must be present to open and close the building. An additional charge will be made when overtime is required.
9. The public is welcome to use school grounds for recreational purpose. This privilege is solely for those recreational activities which neither endanger the safety of students nor interfere with their play and which will not damage district property or interfere with the rights of nearby residents or the public.

10. Groups or organizations granted the use of district buildings or facilities must confine their activities to that part of the building or facility for which the application was made.
11. Persons or groups using the gymnasium for recreational purposes shall be required to wear tennis shoes or gym shoes.
12. The use of tobacco in a public school building is prohibited, unless special permission is obtained.
13. The use of alcoholic liquors in any form shall be prohibited in the school buildings or on school grounds.
14. The maximum number of people permitted in the building shall be restricted to the Fire Marshall requirements.
15. The Board assumes no responsibility for properties left on the premises.
16. The applicant is held responsible for the preservation of order.
17. The Board or its representative must have free access to all rooms at all times.
18. The use of school equipment is not included in the facility usage contract. Any use of school equipment is prohibited unless permission is obtained.

The Usage Fee and Deposit Which May be Charged is Based on:

	Usage Fee Per Hour	Usage Per 8 Hour Day	Fee Deposit
Regular Classrooms	\$4	\$20	\$20
Home Economics Room	\$6	\$30	\$30
Library	\$6	\$30	\$30
Gymnasium	\$8	\$40	\$40
Gymnasium and Locker Rooms	\$10	\$50	\$50