

## **Public Responsibility for Facility Usage**

A “Building Use Request” must be submitted by the individual (“requestor”) who will accept responsibility for compliance with district rules, administrative regulations and procedures. The requestor, or the organization represented by the requestor, will be responsible for charges, damages, cleaning or other costs and liabilities arising as a result of the requested use. Requests must be submitted to the principal five or more school days prior to the intended date of use.

The district expects that individuals and groups authorized to use facilities and grounds, will treat said facilities and grounds with respect. Users must agree to comply with all district policies, administrative regulations and procedures for facility use. Failure to do so may result in denial of future use requests.

### **Charges**

Charges to users will be made in accordance with district policy and administrative procedures.

### **Deposits**

Deposits will be required in accordance with administrative procedures. Deposits may cover charges, fees, cleaning, damage or other costs the district might incur as a result of the requested use. In cases where the history with a specific user warrants, the administration may implement deposits specifically for that user.

### **Liability**

The individual who signs the “Building Use Request” is the “requestor” and, in signing the request, agrees to accept liability responsibility, either directly himself/herself or in the name of the organization he/she is authorized to so commit. Liability includes charges or fees due, property damages, cleaning or other costs to the district resulting from the requested use and any other liabilities incurred as a result of the requested use. Organizations may be required to provide proof of liability insurance coverage or endorsements naming the district to guarantee coverage.

### **Supervision during Facility Use**

Facility users are responsible to provide supervision consistent with district policies and procedures during the periods they use the district facilities. The requestor is responsible personally for assuring that such supervision is provided. Name(s) of activity supervisors must be provided with the request and be approved by the principal.

## Facilities Use Summary

	<b>Categories of Users</b>	<b>Charges</b>	<b>Approvals<sup>1</sup></b>	<b>Supervision</b>	<b>Liability</b>
<b>1</b>	K-12 school programs	None	Principal	School personnel	District
<b>2</b>	Extracurricular K-12 activities	None	Principal	School personnel or principal designees	District unless otherwise specifically arranged
<b>3</b>	Nonprofit youth programs; community/public agency sponsored sports, classes, workshops, clubs	Cost unless waived by Superintendent	Principal	Approved by principal	Sponsoring organization or individuals
<b>4</b>	Nonprofit adult programs	Cost unless waived by Superintendent	Principal	Approved by principal	Sponsoring organization or individuals
<b>5</b>	Religious or political organizations or programs (Note treatment of nonreligious programs sponsored by religious organizations)	Cost	Principal/ Business Office	Approved by principal	Sponsoring organization or individual
<b>6</b>	Private use or profit-making organizations or individuals	Fee	Principal/ Business Office	Approved by principal	Sponsoring organization or individual

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<sup>1</sup>When the requested use is for an athletic field or a gym, the individual or group/organization must also receive approval from the athletic director. When the requested use is for district office space, the individual or group/organization must also receive approval from the business office.