

## Use of School Facilities

For purposes of determining appropriate use of district facilities, the district provides the following guidelines:

1. The manager of district facilities (or designee) is responsible for authorizing facilities usage;
2. Facilities usage requests must be submitted to the district facilities department in a timely manner. For adequate facility use planning, groups shall submit the appropriate use application for district facilities as soon as possible but no later than one week before the scheduled event. If the usage is for a school or district sponsored event or activity, the request must also be authorized by the site supervisor;
3. The district will assign a district representative to be on duty for any activity. The activity planner must also provide a responsible representative to be on duty on site for the activity;
4. The district recognizes the following groups for facility use:

### Group I

District-directed school programs and other authorized school related activities which will take precedence over other groups not related to school.

### Group II

Nonprofit organizations, public bodies and community-based organizations whose purpose is to foster the health, education and welfare of students, community youth or community at-large, may use district facilities pursuant to facility use agreements with the district that address the payment of fees, costs, and scheduled use.

### Group III

All other organizations or individuals must enter into facility use agreements and be charged a building rental fee plus payroll and related costs based on the fee schedules established by the district administration.

5. Groups II and III shall assume all liability for damage to buildings, contents, and/or grounds and agree to indemnify and hold School District 549C harmless from any responsibility for said liability. The district reserves the right to require a certificate of insurance in the amount of \$1,000,000 from any group with district identified as additional insured;
6. The superintendent, or his/her designee, may enter into no charge agreements with other public agencies or educationally related professional groups usage of district facilities when it is deemed in the best interest of staff or students;

7. Approval for use of school facilities shall not be considered an endorsement of a group or organization, or the views and purposes they represent;
8. The superintendent or designee may deny use of a facility when it is deemed not in the best interest of the district;
9. Use of school facilities by individuals or groups from outside the Jackson County area shall be subject to advance deposits per rate schedule;
10. Use of tobacco products or alcoholic beverages is not permitted on school property;
11. The facilities rental fee will be reviewed and updated periodically by the superintendent or his/her designee.