

### **Community Use of District Facilities**

Groups authorized to use district facilities will be subject to the following requirements:

1. One person must be responsible for the group. This person must see that doors and windows are locked and proper care is taken of the building;
2. Groups are not to use school equipment or towels without making special arrangements with the principal;
3. If the cooking facilities are to be used, at least one member of the school lunch staff will be present during the preparation and serving of food. Arrangement for pay for food services staff shall be made between the group and the business office; consistent with applicable provisions of the collective bargaining agreement;
4. The group shall be responsible to see that the building is clean and ready for regular school activities before leaving. For activities where a custodian is required, the arrangement for pay shall be made between the group and the business office; consistent with applicable provisions of the collective bargaining agreement;
5. A principal may restrict the use of the facility to a minimum number of persons in order to conserve energy;
6. Any person or persons representing a community group which desires the use of a district facility shall be made aware of this policy by signing an agreement with the principal which covers the requirements as enumerated in this policy;
7. The use of district buildings and other facilities by any individual organization operated for private gain, or any purpose involving private gain, shall be permitted only when an educational, civic or charitable purpose will be served;
8. District equipment may not be removed from the district premises to be used by outside groups unless prior approval from the administration is obtained;
9. Use or possession of alcohol is prohibited in district buildings and on all district grounds;
10. Tobacco use is prohibited;
11. Holiday/decorated trees must be fire-proofed and according to state law cannot have electrical lights;

12. Changes may be made in the physical plant only as authorized by the building administration;
13. Failure to abide by the requirements of this policy and/or accompanying regulation will cause termination of the agreement.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.