



The Board may approve of non-monetary contributions by community organizations in lieu of rental fees on an annual basis. Any agreement will be in writing for a specified period of time.

Organizations may be required to pay for assigned staff when using facilities on the weekend or other time when school is not in session. The staff member is responsible for access, security, supervision and cleaning. If district custodians are to be hired, they will be compensated as stated in the current collective bargaining agreement. If neither a school custodian nor other staff member is available, the organization will be declined a Building Use Request form.

If district kitchen facilities are used, a district employee (cook) will be on duty at all times at the rate stated in the current collective bargaining agreement. In some cases, custodians may be hired.

Decision as to custodian and cook hours will be made by the principal or designee.

Payment (deposit/rent) must be submitted and received before a Building Use Request form is approved. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.

All cleaning/security deposits remain the property of the user's organization and are refundable until such time an assessment is made against the user. The user shall be notified of such assessment prior to the user's next activity.

All fees and assessment shall be deposited to the district office and shall be used for the facility's operational costs.

The Board or its delegate retains the right to deny anyone further use of facilities.

If there is a question as to the group's classification, it will be reviewed by the superintendent or designee and a decision will be rendered.

A certificate of insurance for one million dollars must be submitted to the facility's to be rented business office by any organization wishing to use district facilities prior to approval.

Absolutely no tobacco or alcohol may be brought or consumed on district-owned property or in district facilities. Failure to abide shall result in immediate revocation of permission to use district grounds and facilities.