

Administrative Regulation

Use of School Facilities

The following regulations, procedures, rules, and prohibitions are hereby established for and govern the use of any school facility.

Application Process

All permits for facility use are to be issued through the Community Services Office, located at the district's Maintenance and Operation Center, and not through individuals at a particular school site.

Facility use permits shall be issued in accordance with established priorities when an application has been submitted in accordance with adopted rules and regulations. No permit shall be issued until the user applicant properly completes a facility use request on forms provided by the school district. The application must be submitted at least ten (10) days prior to the first requested date of use. The ten day requirement, in special circumstances, may be waived by the superintendent or the designated representative.

Any person making application for a facilities use permit on behalf of an organization, association, club, or group shall be a duly constituted officer of such group or present written authorization to make an application on behalf of the group.

The application for facility use shall contain the following information:

1. The official name of the organization or user group
2. Name, address, title, and telephone number of the authorized officer or representative
3. General purpose of the organization and a specific description of the use of the school facility or premise
4. Identification of the facilities requested, date(s) of use, and time period of use on each date listed
5. If any fees, registration, or contribution of monies is solicited in conjunction with the use of any school facility, a written intent for the use of such monies shall be declared.
6. A written copy of established rules, regulations, and prohibitions governing the facility requested

As part of the use of facilities/fields permit, applicants must meet the following requirements:

1. A “Hold Harmless Agreement” which states that the applicant will indemnify the school district, its officers, and its employees and acknowledging that the applicant will be liable for any injuries resulting from its negligence during the use of district facilities or grounds. Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group’s own negligence and any additional applicable claims that may arise from the use of district facilities or grounds.
2. A signed declaration by the applicant stating a willingness to abide by all rules, regulations, and prohibitions established for the facility and use requested. This declaration shall certify that to the applicant’s best knowledge, no crime or illegal activity will occur.
3. A signed declaration stating that to the applicant’s best knowledge, acts intended to overthrow the government by force, violence, or other unlawful means will not be committed or advocated on school property and that the applicant, organization or group is not a Communist action organization or a Communist front organization required by law to be registered with the Attorney General of the United States
4. A signed declaration that the applicant or organization accepts full responsibility for loss or damage to district property or equipment as a result of facility use

Facility use fees may be required to be paid to the school district ten (10) days prior to use for indoor rental space by large groups.

Utilization of any school facility for purposes other than the school’s regular instructional program must be requested on a district Facility Use Request form.

Cancellation

Any person, organization, or group who provides written or verbal notification to the district 48 hours prior to the first scheduled date of use that they are canceling their facility use permit shall only be liable for actual costs incurred by the district as a result of that permit.

Any person, organization, or group that fails to provide written or verbal notification to the district that it has cancelled a facility use permit issued may be liable for the payment of all rental fees and other incurred costs applicable to that permit.

Any facility use permit issued by the school district shall be revocable at any time by the Board of Education, or the designated representative, if it is necessary in carrying out the district's educational program. All privileges associated with a permit shall be revoked when any application submitted contains false statements or when a permit holder, members of the organization or group, or attendees of an activity willfully violate the rules, regulations, or prohibitions governing the use of that facility.

Ref: E.C. Sections 10902, 10912, 38130-38138

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