

Administrative Procedure
COMMUNITY USE OF DISTRICT FACILITIES

Descriptor Code: KG-AP(1)

Application for Use

The use of district facilities by members of the community is permitted, with certain conditions and based on the availability of space. The district will not reserve the space or grant permission until after the group provides the superintendent or designee:

1. A completed application to use district facilities. The application should be made at least two weeks prior to the date of requested use and must be signed by a representative of the group who is at least 21 years old and has the legal authority to bind the group contractually. This representative is responsible for the actions of the group and is required to arrive prior to the gathering and remain until all persons leave.
2. Proof of insurance in the same amount that the district carries. The district may provide information regarding event insurance, when applicable.
3. A completed indemnity and hold harmless agreement signed by the group representative on behalf of the group.
4. Applicable deposits and fees as determined by the superintendent or designee.

Fees

The fees charged for use are set annually by the Board. If the superintendent or designee determines that an employee is necessary to assist a group using district facilities, and that providing this assistance will disrupt the employee's regular job duties or cause the employee to work extra hours, the district will charge the group the cost incurred by the district for providing the employee assistance. If an employee's presence is deemed necessary, the group may not use the facility if the designated employee is not available at the requested time.

Adequate police or security protection, as determined by the superintendent or designee, may be required at the expense of the group using the district's facilities.

Available Spaces

The superintendent or designee shall establish and maintain a list of district spaces to be made available to the community.

Restrictions

The following rules apply unless an explicit exception is granted by the superintendent or designee:

1. District-sponsored groups and activities will receive priority over any other group use. The district will deny requests if the superintendent or designee determines that the use may disrupt a district-sponsored activity or event nearby or otherwise distract from a district function. A group's use may be canceled if a district-sponsored group needs to use the facility.
2. District facilities are not available for community use during the school day when students are present, and all use must occur between 6:00 a.m. and 10:00 p.m.
3. Only governmental entities or nonprofit community groups (such as the Boy Scouts of America or the Girl Scouts of the United States of America) directly serving district students are permitted to use school buildings during the two hours before and two hours after the official academic day.
4. The superintendent or designee will maintain the official district calendar and clearly designate days in which the district's facilities may not be used. No entity or group may use district facilities on any day designated as a holiday by the Board of Education.
5. When the district or the district building to be used is closed due to inclement weather or an emergency, all group uses will be canceled for that day.
6. Groups must provide written notice of cancellations at least 24 hours prior to the date of the scheduled use to be eligible for a refund of fees paid for facility use.
7. Community groups may be restricted in the number of requests for space made per week.
8. Reservations will be reviewed and confirmed on a seasonal basis consistent with the needs and demands of the district calendar.
9. Reservations will be granted on a first come, first serve basis consistent with the provisions contained herein.

Use Requirements and Restrictions

The following rules apply unless an explicit exception is granted by the superintendent or designee:

1. Groups issued permits to use district facilities must make the permits available for district staff to review during all authorized use periods. A permit to use district facilities granted to one group is not transferrable to a different group.

2. Groups will only be provided access to the rooms or spaces specifically requested in the application and only for the dates requested and approved.
3. A group may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise a permit to use district facilities does not give permission for the group to use district equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for such use. The superintendent or designee may determine that some equipment may only be used by district staff and charge the group for the cost of providing a knowledgeable employee, such as a technician for the auditorium or a cook for using kitchen appliances.
4. The group representative who made the reservation is responsible for maintaining order and monitoring the behavior of those attending. Groups are responsible for supervising children associated with the group. Excessive noise or disturbance to neighbors of the facility or other persons using district facilities is prohibited. The district does not assume any liability for the behavior or actions of the group.
5. All groups are required to follow the law; district policies, regulations and procedures; and directives from district staff. The use, possession or sale of tobacco products, alcoholic beverages, illegal drugs, fireworks, explosives or weapons is prohibited. Persons under the influence of alcohol or illegal drugs are not permitted on district property.
6. Gambling is prohibited, except for raffles and sweepstakes conducted by charitable organizations in accordance with law.
7. Groups may not bring live animals onto district property unless they are service animals allowed by law.
8. Groups are not allowed to use district facilities for storage.
9. Groups are expected to leave the facility neat, orderly and as clean as it was prior to the group's use. Nothing may be attached to the walls, ceilings or floors without prior approval.

Consequences

Failure to obey district rules could result in forfeiture of security deposits or refunds and denial of all future requests for use. In addition, the district will take all legal action to collect for any damage done.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Liberty 53

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