

Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. The superintendent will encourage the involvement of staff, parents and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

Eligible Organizations

There will be three classifications of non-school uses of district facilities. These classifications are established for the purpose of determining rental charges and other fees.

- 1* **General:** Use must be for purposes that are educational, charitable or of general community interest. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.
- 2* **Noncommercial:** Private nonprofit or community clubs or organizations may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
- 3* **Commercial:** All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally-sponsored non-community groups requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Groups of this nature will be charged in accordance with fees approved by the Board.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;
2. Such use will not benefit principally the organization operating for private gain;
3. A worthy educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.
6. The use is a one time event, not a regular class or ongoing instruction or practice.

Such use of school facilities by district employees will be discouraged.

Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the site principal based upon the rental charges and personnel fees approved by the Board.

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

END OF POLICY

Legal Reference(s):

Code: **KG-AR**

Community Use of District Facilities

The Board of Trustees, realizing that the schools of Lincoln County School District belong to the people, establishes these regulations to encourage the use of district facilities for appropriate educational and community activities.

1. The following priorities are to be used as a guide to scheduling:
 - a. First priority for use of facilities will be for all regular school programs and activities.
 - b. Second priority will be for adult education programs and activities.
 - c. Third priority will be for programs and activities from community groups.
2. Community groups using any indoor or outdoor district facilities will be subject to the following rules and procedures:
 - a. Site administrators are responsible for the scheduling of their respective buildings and grounds. This will be done by completing a Building Request and/or Community Use Form by the organization or person(s) wishing to use the facilities in advance of the event.
 - b. The Superintendent has the right to grant or refuse the use of school facilities to any applicants and to charge for reasonable expenses.
 - c. At the discretion of the site administrator, a district representative will be in attendance at all scheduled activities to monitor and protect district property.
 - d. A deposit of fifty (50) dollars may be required in advance of usage. Grounds, buildings, equipment, etc., must be left clean and free from damage. The group or individual using the facility will be held responsible for all expenses related to cleanup and repairs resulting from their use.
 - e. Scheduled activities may be canceled by the site administrator or the district administration if special conditions warrant.
 - f. Groups or individuals using district facilities will be responsible to follow all district rules, state and local laws, fire regulations, etc.
 - g. The sale or consumption of alcoholic beverages is expressly prohibited on or in district facilities or properties.
 - h. Tobacco use is not permitted on or in district properties or facilities.
 - i. Equipment and other properties shall not be brought into or onto district facilities or properties without prior approval of the site administrator.
 - j. No district facilities shall be used for dances, other than those sponsored by school groups unless approved by the superintendent of schools and/or site administrator.
 - k. No posters or other materials are to be posted on school grounds without prior approval.
 - l. Applicants requesting the use of district facilities shall be responsible for control of those in attendance at their activity wherever they may be located on district property (e.g., parking lots, athletic fields, buildings).

- m. District employees wishing to use facilities for student activities shall clear the extra curricular activity with the site administrator. Approval of such requests will depend upon the activity being in keeping with educational practices.
- n. Political meetings are permitted. No discrimination may be displayed toward any political party.
- o. All properties not belonging to the school system must be removed within 48 hours of the conclusion of the activity, or such property will be disposed of by the school district at the individual's expense or forfeiture of deposit.
- p. Use of district facilities may be subject to charge based on the current Building Rental Schedule.

Building Rental Schedule

NOTE: The Board may, at its discretion, waive rental fees for certain public groups, agencies and individuals sponsoring programs for the benefit of the public. Rental fees will be waived for school clubs, civic charitable organizations.

* Organizations, groups or individuals that use kitchen facilities will be charged the hourly rate for the district employee who monitors or directly supervises the kitchen, in addition to the \$20.00 rental fee.

BUILDING REQUEST AND/OR COMMUNITY USE
LINCOLN COUNTY SCHOOL DISTRICT

REASON FOR USE: _____

RESPONSIBLE PERSON(S): _____

ADDRESS: _____

Street / Box #

Town

PHONE: _____

FACILITY USE STARTING DATE: _____

TIME FRAME (A.M./P.M.) _____

FACILITY USE ENDING DATE: _____

FACILITY THAT WILL BE USED (include town): _____

WILL KITCHEN BE USED _____ \$25.00 DEPOSIT PAID _____

FOOD SERVICE ADMINISTRATOR APPROVAL _____

FOOD SERVICE EMPLOYEE ASSIGNED _____

SCHOOL EQUIPMENT/ AREA TO BE USED (must be pre-approved by facility administrator)

\$50.00 PAID _____

I/WE ASSUME RESPONSIBILITY AND LIABILITY FOR ANY ACCIDENTS, DAMAGES OR LOSS WHILE THE GYM/BUILDING IS UNDER MY/OUR CONTROL.

SIGNED: _____

(All responsible parties must sign)

DATE: _____

Responsible person(s) must be in attendance AT ALL TIMES.

APPROVAL OF FACILITY ADMINISTRATOR: _____

Signature

APPROVAL OF SUPERINTENDENT: _____

Signature

ABSOLUTELY NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED ON PREMISES

(Revised 7/10/08)

