

Community Relations

Administrative Procedure - Community Use of School Facilities

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete an application, stating fully:
 - a. The applicant’s name, address, and telephone number;
 - b. The specific facility requested and the purpose for which it will be used;
 - c. The type of program or activity;
 - d. The materials to be brought into or near the building;
 - e. The room arrangement, including decorations;
 - f. Needed food and drink service; and
 - g. Needed equipment.
3. All non-school related groups must:
 - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board’s discretion.
 - c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.
6. No furniture or equipment may be moved without prior approval from the Building Principal.
7. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
8. The following fees apply:

Meal and beverage service	Per person menu cost as determined by the cafeteria supervisor
Rental charge (non-school related groups only)	\$_____

DATED: October 10, 2007