

# CMTY6.3 - Community Relations: Nonschool Use of School Facilities

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## c - Community

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### **NONSCHOOL USE OF SCHOOL FACILITIES**

The purpose of this policy is to outline the procedures and guidelines for the nonschool use of district facilities, ensuring proper scheduling, authorization, and safeguarding of district property.

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#### **Approval for Use of Facilities**

- The *Community Use of School Facilities Handbook* approved by the Governing Board contains the rules and procedures for the use of District facilities, including:
    - Procedures for requesting use
    - Facilities use guidelines
    - Facility use agreement
    - Priority of usage and categories of users
    - Schedule of facility charges
  - Any person, group, or organization, including District employees, desiring to use school facilities and property must:
    - Contact the District's Facilities Use Coordinator for authorization and scheduling.
    - Complete the *Application and Agreement for Use of Facilities Form* or begin the process for developing a lease (for long-term use on an exclusive basis).
  - Non-District groups or organizations using school facilities or property may not:
    - Use a District address as their legal or mailing address unless authorized by the Superintendent.
    - Use a District telephone number in organizational documents or materials.
  - The Superintendent shall:
    - Annually inform the Board of instances where non-District groups are authorized to use a District address and provide a rationale for the exception.
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#### **Facility Use for Polling Place**

- A principal may deny a request to use school space as a polling place if, within two (2) weeks of the request, a written statement is provided with one of the following reasons:
  - Space is not available at the school.
  - A disruption of normal school activities would occur.
  - The safety or welfare of the students would be jeopardized.