

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

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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.

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.