

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Outside groups, including leases and non-school related groups, wishing to use the school facilities must secure written permission from the Superintendent/designee and abide by the rules and regulations established for such use. The Cost Recovery Fee Schedule and a Permit Processing Fee for use of District facilities will be determined by the Superintendent/ designee and recommended to the Board of Education annually for approval. All community groups must submit the Permit Processing Fee to the District when submitting a permit or they will not be granted use of facilities. School and school related groups as defined below are exempt from the Cost Recovery Fee Schedule for use of District facilities. Groups designated as Non-Profit 501(c)(3) status) must submit documentation as a non-profit to be exempt from the Cost Recovery Fee Schedule. "School groups" and "School related groups" as designated below, will also be exempt from the Permit Processing Fee.

Note: A school employee must be on duty during usage by outside groups. Additional fees will apply for any group (including school groups, school related groups and those groups designated as non-profit) whose use of facilities outside of regular building/school hours or if additional help by custodian/cleaner or other school personnel is needed.

Materials and Equipment

Except when used in connection with, or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school related purposes only. Private or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations. The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports this inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

Supervision of School Buildings and Grounds When in Use by Community Organizations

All persons assigned as supervisors by community organizations must be approved by the Director of Buildings and Grounds. Such supervisors shall assume full responsibility for activities under their supervision.

(Continued)

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd)

Priority Use of Facilities

In the event that more than one request is received for the use of a particular District facility (building, field, equipment, and/or parking area) at the same time, the evaluation of such requests will be prioritized as follows, depending upon the nature of the District's relationship with the group making the request or the provisions of any lease agreement involved in the request.

"School groups," which include but are not limited to, interscholastic athletic teams, yearbook staff, student government, and other similar groups will have first priority.

School related groups," which include, but are not limited to, Parent-Teacher Organization, Music Boosters, Quaker Athletics, Community Education and other similar groups will have second priority.

Leases approved by the Board of Education will have third priority.

Requests from non-school related groups will be considered thereafter based on availability of the facility requested.

In the event of a conflict between two or more organizations within one of the above categories, the Superintendent and/or other appropriate District officials will review the requests to seek a resolution. All scheduling decisions pertaining to facilities will be at the sole discretion of the Superintendent.

20 USC § 7905
36 USC Subtitle II
34 CFR Parts 75, 76, and 108
Education Law § 414

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5640 -- Smoking/Tobacco Use
#7310 -- School Conduct and Discipline
#7320 -- Alcohol, Tobacco, Drugs and Other Substances
#7410 -- Co-curricular Activities
District Code of Conduct