PUBLIC USE

School facilities shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board. School facilities belong to the people, and the Board acts as the manager of those facilities for the people. School facilities constitute a vast resource for the community that is only partially utilized for the main purpose of schools.

The Board believes that, insofar as there is no displacement of or conflict with school programs, school facilities should be made available for educational and recreational uses by community groups meeting the criteria for facilities use.

School facilities are provided primarily for use by students, faculty, and patrons of the school comprising groups or organizations operating within the boundaries of the District. However, areawide or statewide groups and organizations with which local units are closely affiliated may be granted use of school facilities in accordance with provisions below.

APPROVAL OF USE

The Superintendent or designee shall be responsible for approval of all requests meeting the guidelines outlined in this policy for use of District facilities. Any request for appeals or exceptions to Board policy shall be addressed to the Board.

Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.

[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]

PRIORITIES

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.

2. Meetings and other activities of school-support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].

3. Meetings and other activities of groups made up primarily of school-aged children.

4. Meetings of employee organizations [see DGA].

5. Meetings and activities of other groups on a first-come, first-served basis.
Rates shall be determined by classification of groups. The groups are school-related, community-based (nonprofit), and local profit groups serving youths.

The following guidelines shall apply:

1. School-related groups where no admission is charged — no charge except for personnel:
   a. School and school-related use.
   b. Educational organizations.
   c. Parent/school groups, PTA, Boy Scouts, Girl Scouts.
   d. Ex-student organizations.

2. School-related groups where admission is charged — charge for personnel necessary for event (custodian, security, and the like): booster clubs and the like.

3. Community-based, tax-exempt organizations where no admission is charged — each group will not be charged for a one-time use only per calendar year — charge for personnel necessary for event (custodian, security, and the like):
   a. Civic clubs.
   b. Chambers of Commerce.

4. Community-based, tax-exempt organizations where admission is charged or continuous use — fees to be charged according to the schedule approved by the Board:
   a. Church groups.
   b. Civic clubs, Chambers of Commerce.

5. Local profit groups serving youths — fees to be charged according to the schedule approved by the Board:
   a. Dance companies.
   b. Youth choirs and the like.

Use of school facilities by governmental entities with which the District has entered into an interlocal agreement shall be governed by that agreement.

Use of school facilities by other independent school districts shall be permitted at rates determined by the approved fee schedule.

Groups or organizations wishing to use school facilities shall confer with the building principal to determine if the facility is available on
School buildings and facilities are available for use by the public provided that:

1. The user meets criteria for use outlined above.
2. The building and/or facility is not in use by the school.
3. A request for use of a building or facility is submitted to the building principal, at least 30 days in advance, stating the name of the group, purpose, length of time to be used, and date.
4. Churches requesting regular and continued use of a facility have a procurement plan/construction program underway.
5. Any organization or group using the buildings or facilities designates one member of the group as being in full charge and responsible for the activity.
6. The building or facility has not been previously scheduled by another group.
7. Food and/or nonalcoholic drinks be permitted only in designated areas and outside the building.
8. The organization or group using the facilities agrees to payment of fees for various categories (custodian, rent, utilities, and the like).

The principal shall require the lessee to provide any information necessary to determine facilities, arrangements, and any special services necessary to the staging and proper management of any event scheduled in a school facility.

The District may require the presence of security personnel (police and the like). If required, principals shall be responsible for arranging supervision and other services. Groups whose event requires security shall be held responsible for payment. Security shall be handled by the District police at an hourly rate set by the Board. In the case that the District police are not available, the District will negotiate other arrangements.

Persons reserving the facilities shall be held responsible for any damage done to the facility.

The person designated as being in full charge of the group or organization requesting facility use shall be required to sign any rental agreement, lease agreement, or release from liability provided
by the District. Any forms provided must be signed prior to use of the facility.

In no case shall the lessee permit more persons to enter the facilities than the number of seats available.

**RELEASE OF LIABILITY**

Organizations/individuals using District facilities agree to release the District from liability for personal injury and/or damage to personal property. Persons reserving the facilities shall be held responsible for any damage the facilities incur.

**PROOF OF INSURANCE**

Unless the Board specifically waives said requirement, proof of insurance shall be required for all groups other than school-related groups.

The certificate of liability shall be in the amount of at least $1,000,000 for both property damage and liability and shall list the District as an additional name insured for the date and time of the activity. The use of District facilities shall be contingent upon receipt of proof of insurance when such insurance is required.

**EMERGENCIES OR DISASTERS**

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

**REQUIRED CONDUCT**

Organizations using school facilities shall:

1. Conduct their business in an orderly manner.

2. Abide by all laws and policies, including but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco and liquid nicotine/electronic cigarette products on school property.

3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

**GUIDELINES FOR POLITICAL CANDIDATES**

Political candidates may go to school campuses and other facilities to introduce themselves to the principal or designee. The purposes of such visits shall be to take materials that the candidate wishes to be distributed or for the candidate to secure information about the campus. Political candidates and/or their representatives shall not be allowed on campuses or other school facilities to campaign or visit other campus personnel. A legitimate exception shall be the visit of candidates themselves to classes for instructional purposes at the invitation of the teacher and with the approval of the principal.

It shall be the candidate’s responsibility to be aware of and adhere to local, state, and federal laws that govern the political process in addition to the District’s guidelines. No campaign materials may be
distributed by candidates inside school facilities at school activities or events such as musical programs, award ceremonies, plays, or athletic events. When school activities such as athletic events are held outdoors, candidates may distribute materials that have been approved by the Superintendent for distribution. Candidates must use discretion in selecting a location for distributing the materials at such outdoor events and must avoid activities that would be disruptive or offensive to persons attending the activities. All materials distributed on school property to employees or the public must receive prior approval by the Superintendent. [See FNAA and GKDA]

Campaign materials may be distributed to District employees at District facilities. The distribution shall be coordinated by the school administrator in charge of a campus or facility rather than by the candidate. Materials to be distributed shall be available only through distribution in mailboxes or shall be visible in an area restricted to the central administration office area of a facility. The following guidelines shall apply:

1. Materials that a candidate would like to have distributed shall be taken to the office of the principal or administrator responsible for the building.
2. Materials must have received prior approval by the candidate or the candidate’s campaign chairperson.
3. Materials must identify the distributing organization or person, the organization or person responsible for the content, and the name of the organization or person paying for the materials.

No political materials shall be delivered by the central administration’s mail/distribution system.

No campaign materials shall be posted at District facilities, except for instructional purposes as outlined in DGA(LOCAL), guideline #6.

No school equipment or supplies, even on a reimbursement basis, shall be used to produce or create political campaign materials, advertisements, or announcements. School supplies and equipment may be used by teachers and students to produce or create materials related to political campaigns when the materials are used solely for classroom instructional purposes.

No solicitations from or contributions to a candidate may be made on school property.
**DISTRIBUTION OF NONSCHOOL LITERATURE**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school-support group on any school premises in the District without permission in accordance with this policy.

The District’s classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

**PRIOR REVIEW**

All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted to the Superintendent or designee for review.
2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
3. Using the standards below at LIMITATIONS ON CONTENT, the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]
Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.

2. The materials endorse actions endangering the health or safety of students.

3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.

4. The materials contain defamatory statements about public figures or others.

5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.

7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]