

USE OF SCHOOL FACILITIES

Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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Status	Active

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

7510 - USE OF DISTRICT FACILITIES - ADMINISTRATIVE GUIDELINES

1. Facilities will be prioritized/fee rated based on the following groups:

Group 1: School District Sponsored: Anything subject to control of the School Board*

Group 2: Local, Non-Profit: Organizations, businesses, civic groups & government units (City, etc)#

Group 3: Local, For Profit: Organizations, businesses, civic groups & government units

Group 4: Non-Resident Group: based outside of the School District

*Group 1 has most priority in scheduling the facilities

#Group 2: 501 (c)(3) PIN & certification is required as determined by the Activities Director (certificate will be kept on file)

Group ordering is in prioritization order

2. Open Scheduling Periods for Reservations of Facilities:

While requesting use of the facilities, it must be obtained during the following timeframes:

Period of Use	First day of school to last day of winter break	First day of school in January to last day of school in June	First day after school ends in June to last day of summer break
GROUP 1 *Highly recommended by June 1	Approved upon submission	Approved upon submission	Approved upon submission
GROUPS 2,3,4			
Submittal	April 1 to May 15	July 1 to August 15	December 1 to January 15
Approval	May 15 to May 31	August 15 to August 31	January 15 to January 31

In the event of double scheduling (where more than one request is submitted at one time), requests will be reviewed, prioritized and approved or denied. The administrator may allow the requestors to discuss a solution. The administrator shall have the final say in the decision as to who will obtain the request.

If a large event is requiring scheduling excess of 12 months in advance, requests can be made to the administrator and approved at their discretion.

REQUESTS MADE AFTER OPEN SCHEDULING PERIODS:

Once schedule priority times are closed, all requests will be reviewed, prioritized and approved or denied by the administrator. *If the event requires extensive facilities and personnel requester shall submit a request no less than 30 days prior to event.* Events shall be approved in the order in which they are received and based on priority. All events requested outside of the open scheduling period will be approved within 3 business days of the request.

3. All groups must submit an online facilities use application available on the School District of Ashland website. The events will be approved or denied by the activities director and the individual who is in charge of the group will be notified. All information must be accurately filled out within the online application for the application to go through.

[RSCHOOL WEBSITE](#)

[RSCHOOL REQUESTER TUTORIAL](#)

4. Use of Facility Guidelines

Applications

Any of individual or non-school sponsored group desiring to use District facilities shall complete a facilities use procedure via rSchool Calendar and submit it to the Activities Director for approval.

When anticipated facility use charges of \$1,000 or more are involved, a deposit of 10% must be submitted prior to request approval.

The Activities Director shall clear each application with respect to the date, time and other arrangements and will provisionally approve or deny the use of facilities on the basis of Board policy.

The Activities Director will approve all requests. If the application is not approved, all deposits included with the application will be returned to the applicant.

Charges for school personnel shall be based on the fee schedule in the respective job classification whenever extra pay for employees is required as a result of use.

Disclaimer:

The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to be the user of its own property. Cancellations may be issued by the Activities Director with or without due notice. All approvals are to be granted with this understanding. Any deposit is refundable when fifteen (15) day notice is given to cancel the requested use. If cancellation is not made in this timeframe, deposits will be forfeited.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property unless approval has been given by Activities Director.

Ineligible Users

Groups or persons will not be granted permission to use District facilities for unlawful purposes. If the use would interfere with use for school purposes, by school related groups, or for school-related functions, or if the use by a particular group is likely to be construed by the public as the district's or school's endorsement or approval of a particular message.

Rules

- Users must take reasonable steps to ensure that orderly behavior and will be responsible for all damage associated with their use of the facility or equipment.
- The District reserves the right to request payment of estimated fees in advance.
- Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation
- Alcohol and controlled substances will not be permitted on the District's property at any time.
- Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by Activities Director.
- The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervisions of a service animal. The service animal is allowed to accompany its him in all areas the human is permitted to go.
- Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is prohibited.
- Use of stages, furniture, and equipment must be arranged in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Activities Director for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- Facility requests must include time needed prior and after event

- Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovation programs and will depend on the availability of building service personnel for supervision.
- A school custodian shall be on duty whenever a facility is being used except as exempted by the Activities Director. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodians overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when the commercial kitchen facilities are requested.
- Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the use group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways or aisleways.
- The District will not be responsible for any loss of valuables or personal property.

5. Fees - SEE ATTACHED