

Policy 905.01: Use of Facilities and Equipment

Status: ADOPTED

Original Adopted Date: 01/01/1989 | **Last Revised Date:** 05/01/2021 | **Last Reviewed Date:** 05/01/2021

School District facilities and equipment will be made available to local nonprofit entities, which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of District facilities and equipment on Sundays, or other special requests.

Entities who wish to use District facilities or equipment must apply with the Activities Director. It is the responsibility of the Activities Director to determine whether the District facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the Activities Director to provide the appropriate request forms, obtain proof of insurance, and draw up the contract for use of District facilities and equipment. These items will be placed on file with the Board Secretary.

All out-of-District entities, all groups that do not have a majority of participants from within the DC-G District, and all for-profit entities must apply to the board for facility use. The board will have the discretion of approving use and setting rental fees.

A District employee will supervise use of District facilities and equipment by entities unless special prior arrangements are made with the Activities Director. The District employee will not accept a fee from the entity using District facilities and equipment. If appropriate, the District employee may be paid by the District.

Entities that use District buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use District equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of District facilities and equipment may result in additional fees charged to, or the inability of, the entity to use District facilities or equipment in the future.

The board may allow entities, such as the Boy and Girl Scouts, 4-H, and in-District youth leagues, to use the District facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

School facilities will not be available for Student group use on Wednesday nights during the school year. Exceptions will be at the discretion of the Superintendent.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.
