

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

SCOPE OF USE

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use, with this policy, or appropriate facility regulations.

The use of school facilities by residents of the District is permitted when such use does not conflict with school activities. Usage shall be limited to organizations that have at least 60 percent of their participants residing within the District.

Written application to the appropriate administrator shall be made at least 30 days in advance of an event.

School functions shall take precedence over any nonschool use. Priorities for scheduling the use of 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.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
  - Use of facilities for school-sponsored and school-related activities: FM
  - Use by noncurriculum-related student groups: FNAB
  - Use by District-affiliated school-support organizations: GE
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NONPROFIT FUND-RAISING	The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.
FOR-PROFIT USE	The District shall permit individuals and for-profit groups and organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	The Superintendent or designee is authorized to approve use of any District facility.
EXCEPTION	No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.
EMERGENCY USE	In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.
USE AGREEMENT	<p>Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.</p> <p>The user shall furnish evidence of liability insurance coverage for the event(s). Any nonschool-related organization using school facilities shall be required to provide an original certificate of insurance, with the District named as the certificate holder, indicating a minimum \$1,000,000 combined single limit for bodily injury and property damage liability coverage. In addition, the District shall be named as an additional insured on the certificate of this policy.</p> <p>The insurance carrier must hold a minimum "secure rating" from the A.M. Best Company. The District reserves the right to determine the acceptability of a carrier regardless of its secure rating.</p>

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FEES FOR USE	<p>Nonschool users shall be charged a fee for the use of designated facilities.</p> <p>The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
EXCEPTIONS	<p>Fees shall not be charged when school buildings are used:</p> <ol style="list-style-type: none"><li>1. For public meetings sponsored by state or local governmental agencies;</li><li>2. For use by District employee professional organizations [see DGA];</li><li>3. For polling places for public elections;</li><li>4. For precinct and county conventions;</li><li>5. By civil defense officials in the case of emergencies or disasters; or</li><li>6. For programs or lessons that support the District's program of studies and directly benefit District students (e.g., music lessons, choreography lessons, and strength and conditioning programs).</li></ol>
ELECTIONEERING	<p>No candidates or proposition groups, nor their representatives may openly campaign on any District property except on the day of the regular election or during scheduled public candidate or proposition forums</p>
CANDIDATE OR PROPOSITION FORUMS	<p>Although the District will not sponsor candidate or proposition forums, other groups or organizations may reserve District facilities for that purpose.</p>
CAMPAIGNING	<p>Campaign literature may not be distributed on District property or at a school-sponsored or school-related event on or off District property except on the day of the regular election or during scheduled public candidate or proposition forums.</p>
DISTRIBUTION OF CAMPAIGN LITERATURE	<p>Campaigning may occur on district property being used as a polling place or early voting polling place as long as the electioneering occurs beyond 100 feet from the entrance of the polling site. No campaign signage shall be placed on District property on or before the day of the regular election.</p>

REQUIRED  
CONDUCT

Persons or groups using school facilities shall:

1. Conduct 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 products or e-cigarettes on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.