

## **Community Relations**

### **Administrative Procedure - Community Use of School Facilities**

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete an [online](#) or a paper application, stating fully:
  - a. the applicant's name, address, and telephone number;
  - b. the specific facility requested and the purpose for which it will be used;
  - c. the type of program or activity;
  - d. the materials to be brought into or near the building;
  - e. the room arrangement, including decorations;
  - f. food and drink planned.
  - g. needed equipment.
  - h. sponsoring organizations
3. All non-school related groups, permitted to use facilities, must:
  - a. indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
  - b. pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
  - c. supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adult supervision to ensure proper care and use of school facilities at all times the group is using the facilities.
5. Only the cafeteria, auditorium, gymnasium, classrooms, libraries and athletic field, along with needed hallways and parking areas, are available for community use.
6. No furniture or equipment may be moved without prior approval from the Building Principal.
7. Classrooms are available for community use on a limited basis after consultation with teacher and principal.
8. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
9. Food and drinks planned must adhere to guidelines outlined in School Wellness Administrative Procedure (6:50 AP) and Food Allergy Administrative Procedure (7:285 AP)

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