

***Regulations concerning use of School Facilities***

All request for use of facilities by any outside organization wishing to use the buildings and/or grounds after school hours are to be made through the principal of the building concerned. The principal will advise the Superintendent, who will maintain a master calendar of the events scheduled.

If the request for use of the building should be directed to the Superintendent, he/she will accept the request

***General Requirements***

1. The superintendent is hereby authorized to determine rental fees to be assessed for the usage of school facilities and equipment. The superintendent also has the authority to reject any or all applications for rental or use of district facilities and equipment. The district reserves the right to refuse rental of any facilities at its discretion.
2. No district facilities or equipment will be rented to any profit-making organization or individual for private or commercial use not directly associated with the schools.
3. The gymnasium and all classrooms in this district are not for rent except under special conditions.
4. School district equipment or property will not be loaned to individuals or organizations unless such a loan is part of an agreement for rental or use of district facilities. Nothing in this policy will prevent the school district from loaning equipment to other taxing units or other agencies in emergency situations.
5. The approved applicant must agree to:
  - a. Save and hold harmless the district;
  - b. Assume full responsibility for all liabilities arising incident to occupancy or use; and
  - c. Repair or replace any damage to the facility or equipment incurred as a result of the use or rental of the district facilities.

**Special Requirements and Restrictions on Use**

1. An extra hourly overtime rate may be charged for supervision and/or custodial services.
2. A cleaning deposit may be required at the discretion of the building supervisor.
3. The following activities will not be allowed on district property:

- a. Consuming or using tobacco, alcohol or drugs;
  - b. Engaging in games of chance or any activities that suggest gambling or games of chance; or
  - c. Teaching or promoting of any activity that is intended to disrupt or damage the district.
4. Additional restrictions on use of district facilities and equipment:
- a. Any special decorations must be erected in a manner approved by the fire marshall and the district. Removal must be completed immediately following the function.
  - b. The selling or consuming of food or drink in auditoriums, gymnasiums or other sitting areas must be approved by the superintendent.
  - c. The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Overtime compensation will be paid by the applicant.
  - d. The applicant may be required to provide supervision and police security, as determined by the superintendent.

The requesting organization or individual granted use must follow all policies, rules, and regulations of the board regarding the use of district property or facilities and the conduct of persons in or on district property or facilities, whether now or hereafter adopted.

The use of the property or facilities will not, in any way, interfere with the operations of this district or any of the programs or activities of the district. If required for district purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The board assumes no responsibility for properties left on the premises by the applicant. The board or its representatives will have free access to all rooms at all times.

District facilities will not be available for use for public dances, whether sponsored by school groups, community groups or individuals.

Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.



**LEGAL REFERENCE:**

Idaho Code Section 33-601(7)

**ADOPTED:** May 12, 2003

**AMENDED:** February 9, 2004