

# Banks School District No. 13

Code: **KG**

Adopted: 1/13/92; 7/10/00;  
3/12/01

Readopted: 11/14/16

Orig. Code(s): DFD, KG

## **Community Use of District Facilities**

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. In addition, it is important that such use not increase the cost of school operations through wear and tear, utilities, maintenance and cleaning. The superintendent will encourage the involvement of staff, parents and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

There will be categories of users defined. These categories are established for the purpose of determining priority of use and rental charges and other fees.

Permits for use of facilities will only be granted based upon written application and are valid for only one season. The application shall be in the form provided by the district and all pertinent information required by the district shall be contained in the application. The application shall be signed by the applicant. Where the applicant is a corporation or organization, the application shall be signed by an authorized legal representative of such organization and the person signing the application shall bear personal responsibility to the district for the accuracy of the information contained in the application.

A fee schedule shall be established and reviewed annually by the Board to ensure that costs of non-school building uses are fully covered. The fee schedule may be structured with different rates and charges for each category of authorized users. Fees are assessed on a per season basis.

A designated district staff member or custodian must be in the building at all times to accompany facility users of all types. This designee will be responsible for opening the building, monitoring the activities within the facility, cleaning as required and locking up the building after the use has been completed.

The district is accountable for the prudent maintenance and fiscal management of its facilities. Any party authorized to use district buildings and grounds shall be responsible for damage or theft resulting from that use.

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

- Such use is sponsored by some organization which is not operated for private gain;
- Such use will not benefit principally the organization operating for private gain;
- A worthy educational, civic or charitable purpose will be served;
- A substantial group in the community will benefit;
- Alternate facilities are unavailable or available only at undue cost or inconvenience;

Such use of school facilities by district employees will be discouraged.

The district reserves the right to grant or deny any and all facility use requests at its sole discretion when it deems such action to be in the best interest of the district.