

COMMUNITY USE OF SCHOOL FACILITIES

The following regulations have been established to govern the use of school facilities by nonschool groups.

1. Written application for a permit to use school facilities shall be made with the superintendent or designee for a date satisfactory to the requirements of the school program.
2. The superintendent or designee will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
3. The Board shall have final authority in interpreting Board policy, and in settling disputes regarding the eligibility of a nonschool group's use of district facilities.
4. A majority of an organization's members must be residents of the school district before the organization's application for use of school facilities will be considered.
5. The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meetings held under its control and for prompt payment to the district to cover any damage to school property resulting from the organization's use of the facility.
6. The person whose signature appears on the application will be held responsible for fulfilling the terms of the contract, and must be a citizen of the school district.
7. The Board shall not surrender its control of school property, and shall have the right to countermand the use of any school premises at any time if it decides it is in the best interest of the district. Use of school premises shall not be granted if it interferes with school-sponsored activities.
8. Any service club may have the use of the school building and charge admission, when the money obtained is to be used for school or community improvement.
9. Organizations desiring to serve meals must receive special permission from the superintendent or designee.
10. When school cafeterias are used, a cafeteria employee shall be appointed to supervise the use of equipment.

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11. No apparatus or equipment shall be brought into the school buildings except upon written permission of the superintendent or designee.
12. Use of school equipment shall not be granted unless approval is received from the building principal and such equipment is properly supervised by an employee of the district, if deemed necessary by the building principal.
13. Buildings will be closed on school holidays such as Thanksgiving, Christmas, Washington's birthday and Easter vacation.
14. When the superintendent has declared the schools "closed" because of inclement weather, the buildings will be closed.
15. The superintendent or designee shall have the authority to approve routine applications. If, in the superintendent's opinion, an application calls for the use of the building for extraordinary purposes, the application shall be referred to the Board of Education. "Extraordinary purposes" shall include such programs or activities beyond the routine activities that have by custom and practice become acceptable to the Board.
16. In case of an emergency, the superintendent reserves the right to cancel, at his or her discretion, any scheduled activity of a nonschool group. Such cancellation shall be made as early as possible so that all persons involved can be notified.
17. The use of tobacco products, alcoholic beverages, profane language or gambling in any form is not permitted in school buildings.
18. A fee shall be collected from nonschool individuals and organizations to pay for operational and custodial services.

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Approved: 8-12-99 Re-adopted 6-28-12

Dent-Phelps R-III School District, Salem, Missouri