

# **1006.01 Community Use of School District Building, Sites and Equipment**

Friday, August 11, 2023

## **COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT**

All employees are responsible for overseeing the care, inventorying, and security of equipment, materials, and facilities associated with their job assignment. Any damaged or non-functioning items vital to job performance should be reported immediately to the school principal so that repairs or replacements can be made. Further, if valuable items of equipment or material are not able to be reasonably protected, the situation should be reported to the school principal for appropriate action. Moreover, any incident of theft or vandalism involving school property should be reported immediately to the appropriate administrator, and that administrator should file a written report with the superintendent of schools.

No school-owned property shall be used for private entrepreneurial activity. If any school equipment is used for any personal, nonprofit activity, such as copying machines, computers, shop tools, etc., such use must have the prior approval of the school principal. A fee shall be determined which will fully reimburse the school district for any supplies used and for the use of the equipment. The school principal may allow staff or students to check out and use some equipment, such as a computer, if the use will enhance the skill of the individual or if the use of the equipment will benefit the school district. No equipment shall be removed from school buildings or the school campus without permission from the administrator responsible for the equipment. All equipment should be checked out and signed for by the person that will be using the equipment and shall be returned in a specified period of time. Equipment should not be checked out if it will in any way interfere with the educational process of the students.

The board of education takes the position that the use of school facilities by various education and community organizations is in the interest of the general public. The

board of education grants to the superintendent of schools authority to authorize the use of any school facilities for non-school activities, according to policy guidelines. A master schedule for all school district and non-school activities shall be kept current and shall be available for review in the office of the Banner County Schools. This schedule shall be the only official schedule for the school district.

### General Provisions

The following is a list of general provisions which will be observed in the renting of school facilities:

- I. The school house and its facilities are available at no charge for use by civic groups provided it does not interfere with scheduled school functions and also provided that permission is obtained from the administration well in advance to the use date.
- II. The use of the school facilities shall be limited to meetings open to the public. Meetings may not be secret, closed, or exclusive.
- III. Buildings and facilities may be made available to citizen groups for advertisement or monetary gain for a fee of \$15.00 per room, unless waived by the board of education.
- IV. School buildings and grounds used for the promotion of partisan politics or by individual candidates for political offices, or used for sectarian religious services does not constitute board of education endorsement of the individual or group.
- V. Any individual or organization requesting to use any school facility must make the request with the superintendent of schools. Requests to use the school kitchen must be in writing. Any request to use any school facility must designate a person that will be in charge and will be responsible for the activity. This person shall be held accountable for any problems arising from the use of a facility.
- VI. Any organization using any school facility must agree to restore it to its original condition should any part become damaged or disarranged. The administration or board of education reserves the right to determine the satisfaction of the restoration.
- VII. The board of education reserves the right to accept or reject any request for rental of school buildings or grounds.

## School Groups Use Of Facilities

I. School organizations may use school facilities at no cost to the group, but with the provision that near normal restoration of the facilities must be made upon the completion of its use. Any costs for a school group, such as the fee paid a cook or a custodian required to be in attendance is to be borne by the district.

II. A charge may be made where extra work on the part of school employees is necessary to restore a facility to its original function after a school group has completed the use of a facility.

III. No coach or activity sponsor will have a practice or other activity involving students on a Sunday unless previously approved by the school administration.

## Use Of School Equipment

I. The use of school equipment, including school buses, by non-school groups shall be discouraged. In the event permission is given for any equipment to be used by an out of school group that requires a trained operator, the school employee skilled in the operation of this piece of equipment shall be in attendance during use. The organization using the equipment shall be responsible for paying the school employee.