

COMMUNITY USE OF SCHOOL FACILITIES

The buildings and grounds of Sublette County School District No. 9 are maintained primarily for public education; however, responsible community groups may use the facilities, under rules and regulations designed to protect the public property. These rules are defined by the Board of Trustees and the School Administration in accordance with their responsibility.

It shall be the policy of the Board of Trustees that school facilities may be used by outside groups so long as they do not interfere with scheduled or projected school activities, and that they meet the criteria of this policy.

Activities sponsored by non-school organizations must be approved, in keeping with the general program of education, and must not be for private commercial use or for political gain or profit.

The public school facilities are provided by the people in order that the youth of the community may receive the benefits of a sound educational program. Although this is the basic purpose for which the schools are built, the complete educational function is not achieved until the school facilities are made to serve the community. School facilities should not be used for personal or commercial activities, but instead the use of school facilities should demonstrate a benefit to the school.

To accomplish this objective, when possible, use may be made of school plants for student-related activities which are educational, recreational, and/or cultural. These student-related activities will be given priority over community-based activities. Activities held by approved student organizations, faculty groups, or student-related parent groups will be rental free.

Community-based groups may be assessed appropriate fees to use a facility and shall also pay the full hourly rate of any school district employee required to be in attendance or to clean up after any group utilizing the facilities. In the use of any school property, it is mandatory that adequate supervision must be maintained. In the case of the gymnasium, multi-purpose rooms, cafeteria and the "Fine Arts Center" adequate supervisory personnel will be required to be in attendance at all times. As a special case in point, trained technicians and custodial personnel must be retained by the users during each activity in the auditorium to ensure that this highly valuable equipment is operated and maintained properly.

Any requests for use of facilities on a continuing basis will be periodically reviewed. No application shall be valid for more than one (1) year. In the case of a particular activity or performance where more than one performance or show is to be presented within a period of one week, the request for the use of facilities should specify that more than one performance or meeting will be held, the times of the performance and meetings, and the days during the week when it will be held.

Usage of school facilities may be restricted to groups residing within the school district. The Board of Trustees of the school district reserves the right to make final decisions concerning the use of facilities.

Since a considerable demand is expected on the use of the auditorium in the "Fine Arts Center" by both in-school and outside groups, it seems only fair to limit the use of this auditorium to not more than four rentals per year to any out of school groups . Thus, all organizations will have an equal opportunity to share in the usage of this facility. For small meetings the "Board Room" may be appropriate, and scheduling arrangements may be made through the office of the Superintendent of Schools.

The Board may require the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board, the employees of the school district, and the school district from any loss or damage. In the case of large groups for which admission will be charged, the Board may further request proof of liability insurance. The person, group or organization requesting use of the school facilities shall observe all fire and safety regulations. In addition, groups or persons utilizing school facilities shall comply with all school district policies, specifically including, but not limited to, school district policies preventing use or possession of alcohol, drugs or tobacco while on school premises.

Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate or the expression of any opinion as to the passage or defeat of any issue.

The superintendent or his designee, which may be the building administrator, shall be responsible for approving or disapproving requests for public use of facilities under their supervision. A "Request for Use of Facilities" form must be filled out by the authorized representative of the organization requesting use of the building and approved by the superintendent or his/her designee as part of each request.

Individual groups and organizations using school facilities are responsible to clean up and leave the facility in the same condition that it was prior to use. Principals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use.

Consumable supplies and materials are not available for public use without approval of the principal and payment of a fee to cover the costs. School lunch commodities may not be donated or sold for use by the public.

Video, computer, electronic, sound, or other technical equipment shall not be utilized outside of the school facilities without written authorization from the principal or superintendent and may be utilized only on school premises when operated by a person knowledgeable and trained in its use. All such use must be specifically approved by the building administrator prior to its use and an additional charge may be assessed for the use of such equipment when deemed appropriate by the superintendent or his designee.

Whenever food is prepared in the kitchen and served at the school, a cook who regularly works in that kitchen must be present. The cook will be paid by the group at the same hourly rate paid by the district. The cook need not be present if food is carried in and served.

Because the facilities are funded by taxpayer dollars, private for-profit businesses, corporations, organizations or persons will not be permitted to utilize the school facilities for business purposes.

Permission to utilize facilities on school holidays when employees are not available to open up buildings, etc. may be denied. In the event it is necessary to pay any school employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may be charged.

The Board of Trustees reserves the right to refuse approval or to cancel any and all permits issued for the use of school buildings or its facilities when it is deemed that such action is necessary for the best interests of the district.

Adoption Date: 11/19/80

Amended Date: 6/19/14