

REVISION
Second Reading

Joint School District No. 2, Meridian

SCHOOL – COMMUNITY RELATIONS

Series 1000

Policy Title Use of School Facilities, Regulations & Procedures for Non-School Groups Code No. 1003.10

~~A. All requests for the use of the buildings and grounds are to be approved by the respective building principals or the district superintendent (or his/her designee). A regular contract form will be executed between the district and the group on all rental agreements (See Appendix A).~~

~~B. Each building principal will maintain a calendar showing the scheduled activities for the building.~~

~~C. P.T.A meetings, meetings regarding home schooling, and certain other youth activities are considered to be part of the school programs and will not require a rental fee or a "Hold Harmless & Indemnity Agreement" for the use of the facility.~~

~~DEFINITION: A school related activity is an activity that is sponsored, supervised, or financed by the school or school district.~~

~~D. Any non-school organization taking donations, contributions or selling tickets for admission or other fund raising activities will be subject to the commercial rates shown in Policy No. 1003.20 titled *Rental Fees*.~~

~~E. Buildings will be available for occasional rental on Sundays and legal holidays. Buildings will not be available for long-term rental on Sundays without special consideration by the board of trustees.~~

~~F. A designated representative from the school must be in the building at all times during the period of occupancy by the renter, and a cook must be assigned to supervise the kitchens when they are being used.~~

~~G. Certain group programs or activities may require the presence of firemen, policemen, custodians, special equipment and medical personnel. The scheduling and payment of these services is the responsibility of the renter.~~

~~H. Dancing will be permitted in restricted areas of the building.~~

~~I. No alcoholic beverage will be permitted in school buildings or on school property at any time. Smoking inside any school building or on school grounds will not be permitted at any time.~~

52 ~~J. Use of outdoor facilities (fields, diamonds, track, etc.) will require the approval of~~
53 ~~the building principal.~~

54
55 ~~K. Non-school, public, non-profit, organized, board approved youth organizations~~
56 ~~may use school facilities with a waiver of rental fees, but must sign and meet the~~
57 ~~qualifications of the district's "Hold Harmless & Indemnity Agreement." If deemed~~
58 ~~necessary by the building principal, custodial and other related use fees may be~~
59 ~~required even though other rental fees are waived.~~

60
61 ~~DEFINITION: Public youth organization — an organized youth group which is~~
62 ~~open to the general public and which serves youth up to age 19.~~

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64 ~~The following general criteria should be used to determine the appropriateness of~~
65 ~~programs and/or groups that wish to use school district facilities on a regularly~~
66 ~~scheduled basis.~~

67
68 ~~1. Priority should be given to: a) Individual building needs, b) needs of~~
69 ~~students from said building are met, c) events that are in season should~~
70 ~~receive higher priority, d) out of season requests will be met on a space~~
71 ~~available bases.~~

72
73 ~~2. Student participants in the program shall be limited to a bona fide resident~~
74 ~~of Joint School District No. 2.~~

75
76 ~~3. Athletic practice sessions and the duration of any athletic program shall~~
77 ~~not exceed ten (10) weeks.~~

78
79 ~~4. Student participants (athletes) should not be encouraged to practice and~~
80 ~~compete in programs that extend beyond a ten (10) week duration and~~
81 ~~that involve State, Regional, National or International competition.~~

82
83 ~~5. Programs serving specific age groups should be conducted in the school~~
84 ~~that typically serves the respective ages involved in the program.~~

85
86 ~~6. Athletic practice sessions for elementary students shall be limited to~~
87 ~~elementary school facilities only. Athletic practice sessions for secondary~~
88 ~~students will be scheduled in middle schools whenever possible. Senior~~
89 ~~high schools are not available to non-school athletic teams for practice.~~

90
91 ~~7. Competitive events involving spectators may be scheduled in any suitable~~
92 ~~facility, if available. Space and seating requirements shall be considered~~
93 ~~when the appropriateness of such event is determined.~~

94
95 ~~8. The use of school facilities will be limited to one group (team) at a time.~~
96 ~~The adult leader, advisory or coach shall assume all responsibility for the~~
97 ~~use/abuse of the facility and equipment and for the behavior of the~~
98 ~~students involved in the program. That person's name, address and~~
99 ~~telephone number shall be given to the building principal at the time~~
100 ~~arrangements are made for the use of the facility.~~

101

- 102 9. ~~If rental charges are waived, the sponsoring individual or group will be~~
103 ~~asked to assist in the custodial care and maintenance of the facility and~~
104 ~~equipment. Facilities shall be left in a condition that requires little, if any~~
105 ~~janitorial cleaning and maintenance.~~
106
107 10. ~~Outdoor activities such as baseball, soccer, softball and tennis should not~~
108 ~~be taking place within our facilities.~~
109
110 ~~L. In consideration for use of Joint School District No. 2 facilities by non-school~~
111 ~~sponsored groups, it shall be our policy to review the nature of the program~~
112 ~~request. If it is not deemed appropriate to the best interests of the students~~
113 ~~involved, by the administration and school board, the request will be denied.~~
114
115 ~~The following general criteria shall be used to determine the appropriateness of~~
116 ~~programs sponsored by non-school individuals and/or groups that wish to use~~
117 ~~school district facilities on a regularly scheduled basis:~~
118
119 1. ~~Student participation in the program may be limited to a bona fide~~
120 ~~resident of Joint School District No. 2.~~
121
122 2. ~~Athletic practice sessions and the duration of any athletic program shall~~
123 ~~not exceed ten (10) weeks.~~
124
125 3. ~~Programs serving specific age groups should be conducted in the school~~
126 ~~that typically serves the respective ages involved in the program.~~
127
128 4. ~~Athletic practice sessions for elementary students shall be limited to~~
129 ~~elementary school facilities only. Athletic practice sessions for secondary~~
130 ~~students will be scheduled in middle schools whenever possible. Senior~~
131 ~~high schools are not available to non-school athletic teams for practice.~~
132
133 5. ~~Competitive events involving spectators may be scheduled in any suitable~~
134 ~~facility, if available. Space and seating requirements shall be considered~~
135 ~~when the appropriateness of such event is determined.~~
136
137 6. ~~The use of school facilities will be limited to one group (team) at a time.~~
138 ~~The adult leader, advisory or coach shall assume all responsibility for the~~
139 ~~use/abuse of the facility and equipment and for the behavior of the~~
140 ~~students involved in the program. That person's name, address and~~
141 ~~telephone number shall be given to the building principal at the time~~
142 ~~arrangements are made for the use of the facility.~~
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144 7. ~~If rental charges are waived, custodial services will be charged at current~~
145 ~~overtime rates.~~
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147 Requests for the use or rental of the buildings and grounds are to be approved by the
148 building principal (or his/her designee). Approval will require that the activity be deemed
149 appropriate and in the best interest of the students involved and the school district. The
150 users of the facilities will be required to abide by school district policies and procedures.
151

152 The school district reserves the right to deny or cancel any agreement with an individual
153 or organization if any of the requirements set by the school district are not met.

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155 A contract will be executed between the school district and the group using the facility on
156 all rental agreements. Completion of the district's "Hold Harmless & Indemnity
157 Agreement" along with a certificate of insurance with a monetary deposit will be required
158 upon rental.

159

160 The Superintendent or designee has the authority to charge rates where applicable,
161 establish priorities, determine frequency of use, and grant or deny requests. School
162 related activities such as P.T.A./boosters meetings, home school meetings and any
163 other activity sponsored, supervised, or financed by the school or school district will be
164 exempt from a rental fee. Other groups exempt from the rental fee are government
165 agencies, Home Owners Associations, and organized non-profit groups with 501(3)c
166 status. Non-commercial groups that are not seeking or producing a profit are able to
167 request a wavier of rental fees to the Board of Trustees. Non-school, public, non-profit,
168 organized, board approved youth organizations may use school facilities with a waiver of
169 rental fees, but must sign and meet the qualifications of the district's "Hold Harmless &
170 Indemnity Agreement." If deemed necessary by the building principal, custodial and
171 other related use fees may be required even though other rental fees are waived.

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174 Individuals and organizations are allowed to rent the facilities on a weekly basis, but are
175 limited to a period of ten (10) weeks at a time. If an extension of the agreement is
176 desired, a written request must be made to the Superintendent or designee prior to
177 additional use. Religious groups that use facilities on a regular, on-going basis will be
178 allowed to use the facility for a period of 12 continuous months before a written request
179 for an extension is needed.

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181 If any question arises as to this policy, rental fees or administrative guidelines, a
182 conference with the Superintendent or designee may be arranged for review.

183

184 In consideration for use of Joint School District No. 2 facilities by non-school sponsored
185 groups, it shall be our policy to review the nature of the program request. If it is not
186 deemed appropriate to the best interests of the students involved, by the administration
187 and school board, the request will be denied.

188

189 The Board of Trustees does not normally recommend school facilities be used for
190 funerals or memorial services. Upon request from the immediate family, schools may be
191 used for funerals or memorial services on Saturday or Sunday, or when school is not in
192 session during the summer or holidays.

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199 Date of Revision:

200 08/22/94

Legal Reference: Code of Idaho
