

***USE OF SCHOOL PROPERTY (REGULATIONS)***

In accordance with the policy of the board of education, the following regulation shall govern the use of school facilities.

**Application**

All organizations must make application in writing on a provided application form to the superintendent's office at least ten days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to suggest a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school property by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

**Permitted Use**

Permission for use of school property belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, cultural or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the community and to the programs of this school district;
2. Are acceptable to the superintendent; and
3. Do not result in an increased tax burden on the citizens of the school district.

**Priority Use**

The superintendent or designee is to determine whether the proposed use of the property will conflict with scheduled school programs and is to monitor the property for signs of misuse or abuse.

**Prohibited Use**

School property will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, national origin, handicap, creed or sex;
3. Any activity that may violate the patterns of good taste, manners, or morals, or be destructive or injurious to the buildings, grounds or equipment; or
4. Any purpose in conflict with school objectives or not approved by the superintendent.

**Payment in Advance**

All payments for the use of school property must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

### Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from use, and will make prompt payment for such theft, loss, or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school property will see that the activities are conducted at all times under competent adult supervision. The superintendent or designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except for the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school property will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school property, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District Number I of Logan County as an additional named insured.

### Time Limits

The superintendent of schools shall approve times for all meetings on school property.

### Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and the organization to pay for all custodial and such other expenses as are incurred in opening the building for use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

### Holidays

As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his or her best judgment, authorize limited exceptions to this rule for good cause shown.

### Non-school Days

School property will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the property by school organizations or students.

### Facility Use Fees

Except as specifically provided herein, any individual/organization that obtains permission to make use of school district property pursuant to this policy, including organizations dedicated to non-profit educational, political,

literary, cultural, religious, scientific, cultural or recreational purposes, shall be charged a reasonable facility use fee to cover the school district's operating expenses associated with such use of school property.

The facility use fee assessed for use of school property shall be set by the superintendent and reviewed by the board of education, and shall be based upon the cost of operating expenses associated with the use of school facilities that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. The amount of the facility use fee shall be subject to change as the superintendent may deem necessary.

#### Fees Associated with For-Profit Use of School Property

With prior permission of the board of education, a fee in excess of operating expenses may be charged to a property user if such user is using school property as a part of a profit-making operation. The amount of such fee will be set by the board of education upon the recommendation of the superintendent.

#### Waiver of Facility Use Fees

The following organizations shall be entitled to a waiver of the usual facility use fee pursuant to the terms and conditions outlined below:

1. Student organizations, school board organizations, and school employee groups and educational organizations shall be allowed the use of school property without charge as long as such use does not conflict with regular school sessions.
2. Parent-teacher associations, booster clubs, and band parents' organizations shall be granted a waiver of the facility use fee for their regularly scheduled monthly meetings, provided that if these organizations should elect to hold additional meetings in a given month, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.
3. Law enforcement and firefighting organizations based in Logan County, Oklahoma, including the Guthrie Police Department, the Logan County Sheriff's Office, and the City of Guthrie Fire Department, shall be granted a waiver of facility use fee for their use of school facilities for training purposes.

Any waiver of the facility use fee pursuant to this policy, and all terms and conditions related to such waiver, are subject to change and may be revoked without notice as the superintendent and/or board of education may deem necessary.

#### Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school property. The custodian will return to open the building prior to the time set for the meeting, arrange the requested property and serve as the official representative of the school district. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting, the custodian will clean, properly arrange the property and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, the custodian will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

#### Police Guards

Uniformed officers must be on duty when so directed by the superintendent.

#### Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although individuals with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

#### Athletic Activities

Permission for athletic activities involving the use of school property by non-school groups will be granted. Such use does not include permission to use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed to non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

#### Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties, will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

#### Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities

must be under the direct control of the cafeteria department. Refreshments will be served only in cafeterias, unless other areas have been approved by the principal,

#### Parking Lots

Parking lots are provided ,with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school property. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

#### Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education, whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

#### Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such property;
2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
3. No automobiles, motor scooters, motorbikes or other such licensed vehicles are to be driven on the playgrounds;
4. Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property; and
5. No organized athletic leagues will be permitted on school grounds on Sundays.

#### Church Services

Church services by established religious groups may be scheduled on school property on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility.

#### Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Regulations

The superintendent shall interpret and enforce all provisions of the school's policy and regulations. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.