

**POLICY 902 USE OF SCHOOL FACILITIES AND EQUIPMENT****I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

**II. GENERAL STATEMENT OF POLICY**

The school board believes that the school is owned and operated to encourage a sense of community and encourages maximum use of it by parents, community groups and individuals.

**III. SCHEDULED COMMUNITY USE AND ACTIVITIES AND COLLECTION OF FEES**

The school shall a process of scheduling rooms and special areas for community use and activities. Procedures for providing collection of fees shall be the responsibility of the school administration.

**IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office.

C. The school board may require a rental fee for the use of school facilities. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. Fees charged for the use of school facilities shall be those approved by the school board.

D. When emergencies or unusual circumstances arise that necessitate re-scheduling the use of school facilities, every effort will be made to find acceptable alternative dates.

**V. USE OF SCHOOL EQUIPMENT**

The administration is responsible for developing procedures regarding equipment available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto.

**VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.