

ROSEVILLE AREA SCHOOLS

Independent School District No. 623

File: KGA

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SUBJECT: USE OF SCHOOL BUILDINGS AND GROUNDS

- 1.0 District 623 encourages and promotes public use of district owned facilities and provides this policy and regulations to control this use.
- 2.0 The Superintendent of Schools or the Director of Community Education acting as the delegated agent is authorized by the Board to approve use of all indoor and outdoor facilities in accordance with the policies and regulations of the district.
- 3.0 The School District reserves the right to grant or deny permission for use of its facilities in accordance with the Federal Equal Access Laws.
- 4.0 Authorization for use of District 623 facilities shall not be considered as a Roseville Area Schools endorsement or sponsorship of the activity taking place.
- 5.0 Community use shall not interfere with the use of the school buildings and grounds for its regular curricular and/or co-curricular activities nor any major maintenance and alteration projects which may be periodically scheduled.
- 6.0 The responsibility for injury to persons, or damage to school property, must be assumed by the organization or individuals making the application. Evidence of insurance may be required of applicants requesting use of District 623 facilities.
- 7.0 Community groups using school district facilities will be required to provide responsible adult supervision of their activities.
- 8.0 Alcohol, tobacco or illegal chemical substances in any form are prohibited on school premises.
- 9.0 Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and/or law enforcement personnel.
- 10.0 Fees will be established to cover maintenance, operations and staffing of facilities according to the following guidelines:
 - 10.1 Facility rental fees will be charged based on the categorical placement of the activity at the time the request is made. Categories are: No Rental Charge, Resident/Non-Profit, and Non-resident/Profit.
 - 10.2 Pool rental fees will be charged based on the categorical placement of the activity at the time the request is made. Categories are: Resident/Non-Profit, and Non-resident/Profit.

- 10.3 Service fees will be required of all activities, regardless of category classification, if the activity requires maintenance, supervision, food service, AV, computer labs, or special room arrangements.
- 10.4 If deemed necessary, District 623 reserves the right to require groups or individuals using school facilities to provide, at the applicant's expense, any special needs associated with the event taking place (i.e., parking security, police supervision, traffic control, field maintenance, etc.).
- 11.0 Organizations and/or individuals not classified as nonprofit or groups desiring to hold private family functions such as wedding receptions may apply for rental permits. These groups will be given the lowest priority and charged the Non-Resident/Profit rate.
- 12.0 Churches desiring use of school facilities for religious worship services and/or religious instruction, shall submit a written request to the Director of Community Education or his/her delegated agent.
 - 12.1 Permits may be granted for up to one year upon presentation of organizational sponsorship, certification of substantially local membership within the group, and submission of plans for future permanent location of church facilities within the district.
 - 12.2 Permits may be renewed annually.
 - 12.3 Churches using school facilities in accordance with 12.0 shall be charged the Resident/Non-profit rental rate.
- 13.0 The School District will comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
- 14.0 Any requests for use of school facilities not covered by this policy statement shall be referred to the Director of Community Education and, at his/her discretion, will be referred to the Superintendent.