

COMMUNITY USE OF SCHOOL FACILITIES

Sheridan County School District #2 facilities may be made available to the public upon approval from the building administrator pursuant to the terms and conditions of this policy.

The School District requires persons or entities, including district personnel that are requesting facilities outside of their normal teaching areas and times, desiring to use School District facilities to comply with the following terms and conditions:

1. Submit a Request for Use of SCSD#2 Facilities using the District's Facility Use Request Form. The request must include all dates and times that the facility is being requested. The building administrator or School District facilities director shall be responsible for final approval or disapproval of all requests for public use of facilities. The Superintendent may refuse to approve 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.
2. Provide evidence that the user has procured aggregate insurance of \$1,000,000 covering any liability for injury or damage to individuals or property. Further, persons or entities using School District facilities must indemnify and hold harmless the School District and its Trustees, employees, and representatives from any loss or damage resulting from the use of School District facilities.
3. 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/nicotine while on school premises, which also includes vaping devices.

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4. All persons or groups using school facilities are required to leave the facility in the same condition that it was in prior to use. Building administrators and their designee will evaluate the condition of the facility both before and after its use. District employees will be assigned to use cleaning chemicals and equipment to do final cleaning but it is expected that any excessive mess is cleaned up by the user. Any costs incurred due to vandalism, broken items, etc. during any facility usage will be billed by the district directly to the responsible party on the facility use agreement.
5. Consumable supplies and materials (i.e. paper, copy room supplies, etc) are not available for use without approval of the building administrator or his/her designee and the payment of a fee to cover the costs of said supplies or materials. School lunch commodities may not be donated or sold for use by the public. Normal supplies for restrooms, classrooms, etc. (i.e. soap, toilet paper, paper towels, etc) are covered in the usage and custodial fees.
6. Any request for use of video, computer, electronic, sound, or other technical equipment shall be included on the Request for Use of SCSD#2 Facilities and may be utilized only on school premises when operated by a person knowledgeable and trained in its use and approved by the building administrator or his/her designee prior to its use. An additional charge may be assessed for the use of such equipment.
7. When not requiring the kitchen facility, any prepared food brought in from outside the district by a user must be stated on the Use Request Form with clarification on how and where it is being served. Kitchen storage will not be provided for non-kitchen users. The school kitchen may not be used while school meals are being prepared or served.
8. Specialty areas such as the pool or ropes course require additional trained staff members and will have additional fees associated.
9. All individuals or entities using School District facilities shall pay a building usage fee and custodial fee as determined by the Superintendent or his/her designee. Building usage fees and custodial fees are determined by

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rates that the District deems necessary. The School District shall normally charge a use fee unless an exception is granted at the discretion of the Superintendent. The bill for usage will be sent to the address of the responsible party. Prompt payment is expected. Failure to pay promptly may result in a denial of additional usage requests.

10. Permission to utilize facilities on non-school days when employees are not available to open up buildings, etc. may be denied.

All School District activities have precedence regarding use for facilities (i.e. sports teams, programs, etc.). This includes priority given to groups with leadership from district employees providing experience for District students (i.e. camps, clubs, groups, etc.) Any community use of facilities granted herein may be canceled or modified if necessary to allow for school district activities. The Sheridan Recreation District's activities have the next preference for use of the School District's facilities. All other user groups shall fill out the Facility Use Request and specify the responsible party. Any request for use of facilities on a continuing basis will be periodically reviewed. No approval for use of School District facilities shall be valid for more than one (1) year.

Permission for use of School District facilities does not constitute a district endorsement of any organization, the beliefs of any organization or group, 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.

See also policies:

GBEC - Drug/ Alcohol/ Tobacco Free Workplace Program
 KFA - Drug/ Alcohol/ Tobacco Free - School Property
 JICI - Weapons
 JICG/JICH - Drug/Alcohol/Tobacco/Other Substance Use By Students

First Reading: 5-1-23
 Second Reading: 6-12-23