

COMMUNITY USE OF SCHOOL FACILITIES

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

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

1. Submit a Facilities Use Request Form located on scsd2.com under the District Facilities Department. The request must include all dates and times that the facility is being requested. The building administrator or designee 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 facility use requests 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, via certificate, that the user has procured aggregate insurance of \$1,000,000 covering any liability for injury or damage to individuals or property and naming the District as additional insureds. Further, persons or entities using District facilities must indemnify and hold harmless the District and its Trustees, employees, and representatives from any loss or damage resulting from the use of 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 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.
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 or Designees 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

COMMUNITY USE OF SCHOOL FACILITIES

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 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 Facilities Use Request Form 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 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 Facilities 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 and only if trained staff is available.
9. All individuals or entities using School District facilities outside of normal building operating hours or when additional staffing is required shall pay a building usage fee and custodial fee as determined by the Superintendent or designee. Building usage fees and custodial fees are determined by rates that the District deems necessary. Building usage fees for youth clubs and activities not sponsored by the District will not exceed the hourly rate of personnel, equipment, utility and supply costs that would not otherwise have been incurred. The Superintendent shall have the discretion to waive fees on a case by case basis. The bill for usage will be sent

COMMUNITY USE OF SCHOOL FACILITIES

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 District activities have precedence regarding use of 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 Facilities Use Request Form 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

Reference: W.S. 21-3-111(a)(2)

First Reading: 5-4-26

Second Reading: 6-8-26