

Section K: School – Community – Home Relations

KF Community Use of School Facilities

The primary function of school facilities is to serve the educational needs of students in our school. The Board wishes to make these facilities available for broader community use when they are not in use for school purposes. The Board retains the right at all times to make individual decisions regarding the use of school facilities, but generally facilities will be made available in accordance with this policy.

The Director shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use as long as they are consistent with this policy.

A. Priority Order of School Facilities Use

School facilities will be made available to users in the following priority order:

1. Region 8 educational programs and sanctioned extracurricular activities (these uses take precedence over all other uses);
2. Region 8 educational partners including higher education institutions;
3. Municipal/civic functions and programs;
4. Service groups and non-profit organizations serving students in the region;
5. Non-student related service groups and non-profit organizations located in the Region;
6. Private groups located in the school and citizens who reside in the Region;
7. Non-resident groups and individuals;
8. Profit-making businesses/groups.

Exceptions to this priority order may be made in the event of a weather or civil emergency when school buildings are required for official emergency management use.

B. Prohibited Activities

The following general prohibitions apply to all outside users of school facilities. Other activities may be prohibited on a case-by-case basis at the discretion of the Director and/or designee.

1. School facilities shall not be made available to any group or individual advocating unconstitutional or illegal acts.
2. No school facility shall be made available for any activities that are, in the opinion of the Director and/or designee contrary to the best interests of the school or the welfare of its employees and/or students.
3. No school facility shall be made available in violation of any local, state or federal laws.

4. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds or equipment.
5. Possession or consumption of alcohol or illegal drugs on school property is prohibited.
6. Use of tobacco products, e-cigarettes and vaporizers are prohibited on school property.
7. No animals allowed on school property except as permitted by law and in accordance with Board policy.

C. Conditions of Use

The following general conditions apply to all outside users of school facilities. Any additional conditions applicable to particular facilities will be provided at the time of application for facility use.

1. The school assumes no liability for any damage or loss to non-school property resulting from the use of school facilities.
2. Proof of liability insurance may be required, depending upon the particular use up to a minimum amount of \$1,000,000 and Region 8 must be listed on the Certificate as Additional Insured.
3. Applicants must complete a facility use application and agreement which contains a release and indemnity provision and comply with all administrative procedures for reserving school facilities.
4. Organizations and groups must designate a specific person responsible for the event. The person responsible for the event must be over the age of 21.
5. Facilities must be used only for the approved purpose.
6. Any event advertising must make clear that the event is not school sponsored.
7. Users must comply with all life safety code requirements and school safety rules.
8. All Board policies, procedures and school rules remain in effect during any facility use.
9. The Director and/or designee reserves the right to require that school personnel (such as custodians, kitchen staff or others) be present during an event. Any such costs shall be borne by the user.
10. Users are responsible for maintaining appropriate supervision, order and security during the event. The Director and/or designee reserve the right to require that security or police personnel are present during an event. Any such costs shall be borne by the user.
11. Authorized school staff shall retain the right to access all school facilities during all events.
12. All facilities and equipment must be left in the condition in which they were received. The user shall be responsible for any clean-up and/or equipment repair or replacement costs incurred as a result of the facility use.
13. Events held on school days shall require all participants to be properly identified with visitor badges.
14. No group may exceed maximum room capacity when using the facility.

15. Room set up arrangements, including technology needs, must be requested in advance and in writing.
16. Catering arrangements must be requested in writing to the Culinary Arts instructors.
17. All groups must park in designated visitor parking areas.
18. Facility Use forms may be submitted for the current school year or no earlier than two months prior to the start of a new school year.

D. Fees

1. All fees must be paid in advance of use of school facilities.
2. Fees may be waived or adjusted as appropriate at the discretion of the Director.
3. The current fee schedule is set by the Director and will be reviewed annually.

E. Policy Violations

Users who violate this policy may be required to vacate the facility immediately and may, at the discretion of the Director, be barred from future facility use.

Cross Reference: ADC - Tobacco Free Schools
ADB - Drug Free Schools

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