

Administrative Procedure KG-AP(1): COMMUNITY USE OF DISTRICT FACILITIES

Status: ADOPTED

Original Adopted Date: 06/18/1998 | **Last Revised Date:** 09/04/2007

All requests for the use of facilities by an outside organization wishing to use the buildings and facilities after school hours shall be made through the superintendent or designee, who will clear all requests with the principal of the building involved.

The following procedures have been established to govern the use of school facilities by nonschool groups.

1. Written application for a permit to use school facilities may be made with the superintendent or designee for a date in which the facilities will not be utilized for school-sponsored activities.
2. The superintendent or designee will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups. Use of school facilities will not be granted if it interferes with school-sponsored activities.
3. The Board shall have final authority in interpreting Board policy, and in settling disputes regarding the eligibility of a nonschool group's use of district facilities.
4. A majority of an organization's members must be residents of the school district before the organization's application for use of school facilities will be considered. School facilities shall not be used by groups that do not possess a charter. Sponsorship of an unchartered group may be approved.
5. The organization and/or individual applying to use district facilities will sign a contract and a Release/Indemnity Agreement. The person whose signature appears on the application will be held responsible for fulfilling the terms of the contract and the Release/Indemnity Agreement, and must be a resident of the school district. The applicant is responsible for the preservation of order and shall make the necessary arrangements for law enforcement.
6. No facility shall be rented to commercial agencies.
7. Organizations desiring to serve meals must receive special permission from the superintendent or designee. When school cafeterias are used, a cafeteria employee shall be appointed to supervise the use of district equipment and the wages paid the cafeteria employee will be charged to the organization.
8. No apparatus or equipment shall be brought into the school buildings except upon written permission of the superintendent or designee. Permission must be granted to put up decorations or move school furniture. Decorations must be removed as soon as possible after use of the building.
9. Use of school equipment shall not be granted unless such equipment is properly supervised by an employee of the district, if deemed necessary by the building principal.
10. The Board assumes no responsibility for properties left on the premises by the applicant.
11. A custodian or school representative shall be present when the building is in use and shall be the school authority in charge of the building.
12. Athletic groups using gymnasiums must wear rubber-soled shoes of a type that will not mar or scar the gymnasium floor.
13. Rental fees shall not be charged for school-sponsored or school-affiliated groups such as school classes, clubs and PTA groups. Cub Scouts, Boy Scouts, Brownies and Girl Scouts who hold meetings immediately after school will not be charged.
14. Buildings will be closed on school holidays such as Thanksgiving, semester break, President's Day,

Martin Luther King Day or spring break.

15. When the superintendent has declared the schools "closed" because of inclement weather, all school facilities will be closed and any fee paid for the use of school facilities will be refunded.
16. The superintendent or designee shall have the authority to approve routine applications. If, in the superintendent's opinion, an application calls for the use of the building for extraordinary purposes, the application shall be referred to the Board of Education. "Extraordinary purposes" shall include such programs or activities beyond the routine activities that have by custom and practice become acceptable to the Board.
17. In case of an emergency, the superintendent reserves the right to cancel, at his or her discretion, any scheduled activity of a nonschool group. Such cancellation shall be made as early as possible so that all persons involved can be notified.
18. The use of tobacco products, alcoholic beverages, profane language or gambling in any form is not permitted in school buildings.
19. A fee shall be collected from nonschool individuals and organizations to pay for operational and custodial services. "Tipping" of custodians or other school personnel is not permitted. The service of a custodian is limited to that necessary to place the facility in condition for use.

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Note: *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§115.646, RSMo.

§177.031, RSMo.

Description

State Statute -
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

Federal References

20 U.S.C. § 7905

FEDERAL COURT

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U.S. Const. amend. I

Description

Boy Scout Equal Access Act -
<https://simbli.eboardsolutions.com/SU/plusSLEkiEKYG9tr1Va3O8c8g==>

Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993) -
<https://simbli.eboardsolutions.com/SU/wetoaJSTYbAplusslshomcUbe4pA==>

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001) -
<https://simbli.eboardsolutions.com/SU/wetoaJSTYbAplusslshomcUbe4pA==>

Victory Through Jesus Sports Ministry Found. v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011) -
<https://simbli.eboardsolutions.com/SU/RxrCIKwX01SL2JnFxj29bw==>

U.S. Constitution -
<https://simbli.eboardsolutions.com/SU/BahLMEbzGORzsaRbDVEg3Q==>

Cross References

AC

Description

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION -
<https://simbli.eboardsolutions.com/SU/v8saPdGQpFRQJn4M2ncP5Q==>

AH	USE OF TOBACCO AND VAPING PRODUCTS - https://simbli.eboardsolutions.com/SU/X9dzePI4chLMm6byt4yAplusA==
DCB	POLITICAL CAMPAIGNS - https://simbli.eboardsolutions.com/SU/5nahEacplusslshfBJPwN15yWLw==
ECA-1	BUILDING AND GROUNDS SECURITY - https://simbli.eboardsolutions.com/SU/2duya3aZV29slsh9HBM4Bjw2Q==
ECA-1-AP(1)	BUILDING AND GROUNDS SECURITY - https://simbli.eboardsolutions.com/SU/ADVocTCvQOwoDrBVu98g1A==
EF	FOOD SERVICE MANAGEMENT - https://simbli.eboardsolutions.com/SU/7QSf1JslshyJZADp9qiXVn2mQ==
EF-AP(1)	FOOD SERVICE MANAGEMENT - (Meal Charges) - https://simbli.eboardsolutions.com/SU/mT3noYw3cNqnenZeJ5qe7Q==
GBCA	STAFF CONFLICT OF INTEREST - https://simbli.eboardsolutions.com/SU/ASFkwYb8cQzez7U33fe6Bg==
IGD	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - https://simbli.eboardsolutions.com/SU/fKJ1UeYny1r8mkbhpy4Spw==
IGD-AP(1)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - https://simbli.eboardsolutions.com/SU/yW8bOoPdsPzY78WNbVROGQ==
IGD-AP(2)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Athletics—K-12 Districts) - https://simbli.eboardsolutions.com/SU/UukaZpB6WGJ5THhOUyiJlg==
IGDA	STUDENT-INITIATED GROUP USE OF DISTRICT FACILITIES - https://simbli.eboardsolutions.com/SU/S0nL8BplUSDQ0lJslshWB6JBTujw==
IGDA-AP(1)	STUDENT-INITIATED GROUP USE OF DISTRICT FACILITIES - (K-12 Districts) - https://simbli.eboardsolutions.com/SU/egYslshZivYQe1F8tWHNki94Q==
IND	CEREMONIES AND OBSERVANCES - https://simbli.eboardsolutions.com/SU/gMOFGslshcE8quX7iaplusF8yslshCQ==
IND-AP(1)	CEREMONIES AND OBSERVANCES - (Flag Displays) - https://simbli.eboardsolutions.com/SU/vZr5UF8gA3BFEyDQI9Q12g==