

## **KF1—Community Use of School Facilities Procedures**

A request is made at least two (2) weeks before the requested use.

The Administrator shall review the submitted request form, checking to be sure the applicant has filled in all of the necessary information and has signed the form. The Administrator shall note approval or non-approval.

The Administrator is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reasons.

If given approval, costs, evidence of insurance and other requirements are to be indicated and the requests returned as indicated below.

- If costs are involved, the Administrator asks the applicant to sign below the area specifying the fees and conditions.
- Payment of projected fees is to be received in advance.
- All liability insurance is to be secured by the applicant, with evidence being sent to the School office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement.
- Any cost overruns for services or equipment will be billed to the lessee.

An applicant requesting the use of school facilities agrees to comply with the following rules and the School policy concerning conduct on school property if granted permission to use the requested school facilities.

- All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- An employee of the Board must be on duty whenever a school building is used by an organization or group unless prior approval for other arrangements has been granted.
- The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by responsible adults.
- No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.
- Tobacco and smoking is prohibited on school property.

- Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the school. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- All groups must provide the School with documentary evidence of liability insurance with a limit of at least ten thousand dollars (\$10,000) for property damage and one million dollars (\$1,000,000) for bodily injury. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.
- The School reserves the right to require, if it should deem it necessary, a cash bond of five hundred dollars (\$500), or more to cover any damages that might be done to any equipment, furniture, or facility.
- All wages earned by School employees on duty for approved facilities use shall be paid by the School. No School employees shall be paid directly by any group using the facilities.
- The availability of cafeteria kitchens and other special subject or usage areas may be restricted to specific times or activities. Special fees may be charged for the use of those facilities.
- When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the Administrator's responsibility to issue and retrieve facility keys according to the School key-control procedures.
- Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- All activities must be conducted within the laws, rules and regulations of the State of Idaho and applicable municipal subdivisions.
- Requests for future use may be denied to an organization that fails to comply with established rules.