

Revised 7/15/2002

Revised 8/21/2015

Community Relations

Administrative Procedure - Community Use of School Facilities ¹

1. School-supported organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
 - a. All groups must pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
2. All groups requesting use of school facilities must complete an application, stating fully:
 - a. The applicant's name, address, and telephone number;
 - b. The specific facility requested and the purpose for which it will be used;
 - c. The type of program or activity;
 - d. The materials to be brought into or near the building;
 - e. The room arrangement, including decorations;
 - f. Needed food and drink service; and
 - g. Needed equipment.
3. All non-school related groups must (**see class description for clarification**):
 - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. Supply proof of insurance, if requested, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. All Groups must supply adequate supervision to ensure proper care and use of school facilities.
5. Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.

¹ Administrative procedures implementing a policy allowing community use of school facilities should have provisions to protect those facilities from damage and the district from unnecessary liability. The procedures should also clearly identify which groups are considered "school-related" and what facilities are available, and rental charges. Districts have discretion regarding these issues because State law does not address them.

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6. No furniture or equipment may be moved without prior approval from the Building Principal.
7. Signs, displays, or materials may not be attached, mailed, or otherwise affixed to school facilities.
8. If a school related group operating an approved athletic fund raiser requests to use school equipment in order to conduct the fund raising event, the group will be required to donate **20%** of the fund raising profits from that event to the River Bend Athletic Boosters. **This excludes district sponsored athletic camps as approved by the athletic director.**

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