

School/Community Relations

Series 900

Policy Title **APPLICATION RULES FOR USE OF
SCHOOL FACILITIES/EQUIPMENT**

Policy # 905.2A

Applications for use of any school facility are to be completed and filed at the office of the appropriate center. All usage will be coordinated with the Activity Director. School sponsored activities will have priority over all facilities/equipment when necessary.

Each time a building or part of a building is to be used, a contract between the user and the school district shall be drawn up, signed by the user and the building principal.

Groups that are based outside the local school district must have their applications approved by the board.

The principal/activities director or designee will be responsible for forwarding a copy of the contract to the superintendent and the maintenance director prior to the date of the activity.

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