

KG: Use of School Facilities by Community Groups

(See DFG)

The board may allow the use of school buildings and school grounds by community groups (outside of the school day). Use of any school facility or school grounds, however, shall not interfere with the daily school use or any school-sponsored activity. Facilities must be used in a way that conforms to applicable law, including but not limited to federal non-discrimination law, and board policies.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover the costs of wages of school personnel involved and utilities. The board shall approve the fee and/or rental charges, which will be reviewed annually. No alterations shall be made to any facility by any lessee without the written permission of the superintendent of schools.

Fee Exemptions

No building rental fees shall be charged to the following groups for activities serving district residents:

- (1) School-affiliated non-sports organizations, including, but not limited to, parent-teacher groups, booster clubs, alumni associations, or community service meetings;
- (2) Governmental units;
- (3) Local public school-age youth groups, such as Boy Scouts and Girl Scouts, for meeting rooms only;
- (4) Derby Chamber of Commerce;
- (5) Local youth sports organizations/activities consisting of a majority of the team roster enrolled or living inside USD 260 boundaries;
- (6) Other civic and community organizations, as determined by the USD 260 Director of Finance and Operations.

Lease Arrangements

The board shall approve any lease arrangements. School district administration may cancel any rental agreement for non-conformance with the approved facility

user regulations. No facility shall be used without a completed and signed lease agreement.

The person(s) leasing the space must be present during the time the space is in use. The lessee is not allowed to sub-lease a space or turn the lease over to a third party with the third party completing a rental agreement. No person is allowed to lease multiple spaces at multiple locations for the same time. No person is allowed to have more than one team or event per week at any time. No more than 2 persons may be listed on a rental agreement.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee may be required to be on duty to see that the building and equipment are properly used. If an employee is required to be on site, the lessee will be charged for the employee's time. A school employee may not be required to be on duty when, in the opinion of the building principal or Director of Finance and Operations, it is not necessary.

Use of School Facilities on Non-School Days

When school is out of session due to inclement weather or otherwise closed for a holiday or winter break, school facilities will not be available for community use and shall be closed.

Facility User Regulations

The Director of Finance and Operations is authorized to develop reasonable regulations that are designed to protect facilities and ensure the security of district property. Users will be required to acknowledge these regulations prior to signing a lease agreement. User regulations will be reviewed annually.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved: 8.4.2025

Revised: 8.4.2025