

## COMMUNITY USE OF SCHOOL FACILITIES

### (Equal Access)

The Board recognizes that proper community use of school facilities promotes the enhancement of its general educational goals and objectives as long as such activities do not interfere with the basic educational programs, impose undue burden upon school personnel, building services and maintenance, and financial resources of the district; therefore, specific regulations have been established.

#### Conditions Governing Use of School Facilities

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building will be used for commercial or personal gain.
3. No building will be used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes. If possible, fund-raising activities should be scheduled during regular custodial hours.
4. Outside groups/organizations will not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. On days when school is closed because of snow or other calamity, activities scheduled for that date will be canceled or postponed. Should conditions improve, the HS Principal and Superintendent have discretion to permit sport practice and/or to continue with scheduled competitions. Student participation will be on a voluntary basis in these situations.
6. Buildings will not be used for recreation by outside groups on Sundays or legal holidays. This condition may be waived only with approval of the Board of Education.
7. Building use will not be permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
8. No group will, under any circumstances, tamper with any electrical or heating controls. The District shall be fairly compensated by the group for any loss or damage to property related to such tampering.
9. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present. Groups will be billed for district costs associated with cafeteria workers being present outside their normal work schedule.

10. There will be no smoking in any part of the building. Smoking is also prohibited at all immediately adjacent (within 50 ft.) to ingress and egress points to places of employment or educational service as well as near any window or ventilation system that may permit smoke to enter these enclosed areas. (Reference Board Policy KGC, Smoking on School Premises.)
11. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds.
12. The procedure for use of the outdoor sports areas will follow the conditions outlined for the use of the buildings. Special emphasis will be given to providing sufficient police protection and adult supervision.
13. Extra-curricular groups must have a teacher/advisor present at the activity. All other groups must have at least one or more of the adult supervisors listed on the Facility Request Form present at the time(s) the facility is being used.
14. Groups which use school facilities must present either a waiver of liability or evidence of possession of liability insurance.

#### School Facilities Available

The following facilities are available:

1. all school gymnasiums, cafeterias, and kitchens;
2. all special classrooms such as multi-purpose rooms, music rooms, libraries, and classrooms; and
3. all outdoor facilities including parking areas, athletic fields, stadium, etc.

#### Application and Approval Process

1. An application for permission to use a facility, listing the desired calendar date(s), the desired time of use in specific clock hours, the amount and type of space and equipment needed, the specific nature of the meeting or activity, and prepared over the personal signature of a responsible representative of the applying organization shall be required.
2. Application for use of school facilities shall be on the appropriate form and filed with the Superintendent in advance of the requested date. Requests should be submitted at least 10 days prior to the desired date of use.
3. Cancellations should be made by the individual whose name appears on the application at least 24 hours prior to the date of the program. Groups subject to fees will be charged if the District is not notified in advance of cancellation of an event.

### Hours

1. School facilities are to be used by regularly scheduled classes and daytime activities. Also, any student group or organized activity approved by the school will have first priority. Other use, usually after school and thereafter, will be on a “first come-first serve” basis.
2. School groups and activities should be encouraged to use school facilities for various activities.
3. All buildings (HS/MS/ES) shall be closed to activities by 10:00 p.m. Exceptions may be made when permission has been granted by the Superintendent to close at a later hour.

### Eligible Organizations for Use of Facilities

1. Approved extra-curricular activities (those having Board approved advisor or coach) shall be permitted to use the school facilities during hours in which custodial staff members are on duty at no charge (i.e., music department, drama, athletics, class meetings, extra curricular clubs and organizations). Events and performances scheduled beyond regular custodial work hours will be approved at no fee at the discretion of the Superintendent
2. Approved school support groups (those covered under the district’s liability insurance policy) shall be permitted to use school facilities during hours in which custodial staff members are on duty at no charge. Use of facilities beyond regular custodial work hours may be approved at no charge or at a reduced fee at the discretion of the Superintendent.
3. Groups/organizations, composed mainly (more than 50%) of youngsters attending the Keystone Local School District (i.e., AWANA, cub scouts, boy scouts, brownies, girl scouts, 4-H), and having an adult leader or advisor present who is a resident of the district, may be permitted use of school facilities on a no charge basis during regular custodial work hours. Fees will be charged if any of these groups use school facilities outside of regular custodial work hours.
4. Outside groups/organizations, where the majority of participants are not Keystone students (i.e. AAU basketball, JO Volleyball, traveling teams, etc.), will be charged a fee as set by the Board of Education. Outside group/organizations’ requests for facility use may be declined if it is not in the best interest of the school district to grant the requests.
5. The Penfield Alumni Dinner and the LaGrange-Keystone Alumni Dinner shall be allowed to use the school facilities free of all charges unless facility time requested is outside of regular custodial work hours.

6. Public safety service groups (i.e., Police Department, Fire Department) or other civic organizations may be permitted to use the school facilities at no charge at the discretion of the Superintendent.

Providing False or Misleading Information

Attempts to provide false or misleading information on the Facility Use Request Form may lead to additional fees and penalties being assessed to the group or organization as well as forfeiture of future facility use. Use of school facilities without an approved facility use request form may result in fees being incurred and/or loss of future facility use privileges.

[Revision date: February 26, 1996]

[Re-approval date: May 21, 2001]

[Re-approval date: February 28, 2005]

[Re-approval date: August 15, 2005]

[Re-approval date: May 19, 2008]