

## CURRENT

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

### ~~PUBLIC USE~~

~~School buildings and facilities are available to individuals and to civic, service, or church groups within the community during hours when a building is usually closed. The base fee must be paid at the time of application and in accordance with rates established by the Board. The following guidelines shall apply:~~

- ~~1. Community use of the buildings or the facilities shall not interfere with school activities.~~
- ~~2. Continuous rentals are allowed without undue hardship on a school or the District and may be terminated at any time for reasonable cause.~~
- ~~3. School facilities shall not be used for money raising projects except for school related groups or other organizations and associations formed for the improvement and betterment of the community.~~

~~[See CNB regarding non school use of District vehicles and FNAB regarding student group use of school facilities]~~

### APPROVAL OF USE

- ~~1. Applications for the use of school facilities shall be originated with the building principal or athletic director, as appropriate, and forwarded to the administrator for operations for final approval.~~
2. New buildings or new additions are not available for use until they have been accepted and occupied for school purposes.
- ~~3. Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.~~
- ~~4. After the application has been approved and signed by school officials and representatives of the organization, it becomes a contract with the applicant.~~
- ~~5. Any agreement for the use of facilities may be cancelled by the Superintendent in favor of school activities.~~

### SUPERVISION

- ~~6. Any organization or group using school facilities shall designate one adult member of its group as being in charge of and responsible for the program or activity.~~

### FEES FOR USE

7. Rental fees shall be for the period of time the facility is being

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utilized by the group/organization including set-up and take-down time if there is additional cost to the District.

~~8. The changes for the use of buildings and custodial services shall be the current schedule of rental fees and custodial charges.~~

9. The Use of cafeterias with kitchens shall require the employed services of a food service employee at an hourly rate.

10. Exemption of rental fees may be approved for civic and community groups on the basis of similar charges/conditions for similar organizations/purposes.

~~NO FEES~~

11. ~~Facility fees shall not apply when~~ school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies.

~~12. Facility fees shall not apply to meetings of employee organizations.~~

~~PRIORITIES~~

~~13. First priority for the use of school buildings shall be given to Schools and affiliates of the District and the buildings may be used without charge. Community groups such as Boy Scouts, Girl Scouts, 4-H Clubs, YMCA, etc. where only a limited area of the building is involved and no extra fees for custodial services required, shall be permitted to have such meetings without charge. When extra custodial service is required for such maps, the District shall collect a fee sufficient to pay the wages of same.~~

~~14. Preference in the use of buildings shall be given in the following order:~~

~~a. School activities.~~

~~b. School and support organizations.~~

~~c. Organizations sponsoring meetings, lectures and the like in the public interest.~~

~~d. Other organizations who wish to use the accommodations for private or semi-private gatherings.~~

~~NO REFRESHMENTS~~

15. No refreshments shall be allowed in the Herndon Auditorium or George Junior High School Forum, and the organization requesting the use of these facilities shall be held responsible.

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- SECURITY
16. The District may require a group/organization to employ supervisory and/or security personnel as deemed necessary by the District.
- USE OF THE AUDITORIUM AND NATATORIUM
17. ~~The~~ use of the District's auditoriums may require a light/sound crew as per the fee schedule.
18. ~~The~~ use of the Natatorium shall require the employment of water safety personnel as deemed necessary by the District.
- REQUIRED CONDUCT
- ~~Organizations~~ using school facilities shall:
1. Conduct their business in an orderly manner.
  2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.
  3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
- ~~All decorations used within the buildings must be as fire proof as possible and are subject to the approved of the school officials. No flame decorations or props shall be permitted, and no decorations shall be fastened to the walls or ceilings with nails, screws, scotch tape, wax, or other fasteners that will damage the finish of the wall.~~
- RELEASE OF LIABILITY
- Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. ~~All groups using school facilities shall be responsible for the cost of damages incurred during their use.~~
- ~~When damages occur to school facilities during building rental, groups that are responsible will be notified as soon as possible by certified mail of the damages and the cost of repair or replacement of damaged item(s).~~
- ~~DISTRIBUTION OF NONSCHOOL LITERATURE~~
- ~~Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.~~

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~~The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.~~

~~Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of non-school materials at District buildings other than school campuses.~~

**PRIOR REVIEW**

~~All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:~~

- ~~1. Materials shall be submitted to the Superintendent or designee for review.~~
- ~~2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.~~
- ~~3. Using the standards below at LIMITATIONS ON CONTENT the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.~~
- ~~4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate level.~~

~~Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]~~

**LIMITATIONS ON  
CONTENT**

~~Non-school materials shall not be distributed if:~~

- ~~1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.~~
- ~~2. The materials endorse actions endangering the health or safety of students.~~

- ~~3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.~~
- ~~4. The materials contain defamatory statements about public figures or others.~~
- ~~5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).~~
- ~~6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.~~
- ~~7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).~~

~~[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of non-school literature by students.]~~

## REVISED

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### SCOPE OF USE

The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that is known to have damaged District property or other rented property.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school related activities: FM
- Use by non-curriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

### NON-PROFIT FUNDRAISING

The District shall permit non-profit organizations to conduct fundraising events on District property when these activities do not conflict with school use or with this policy.

### FOR-PROFIT USE

The District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District shall permit private academic instruction, as well as public performances, recitals, or presentations so long as no admission fee is charged, when these activities do not conflict with school use or with this policy.

### CAMPAIGN RELATED USE

Except to the extent a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering as those terms are used in state law.

**SCHEDULING**

**Requests for non-school use of District facilities shall be considered in the following order:**

- 1. Academic and extracurricular activities sponsored by the District. [See FM]**
- 2. School and District support organizations.**
- 3. Organizations sponsoring educational meetings, lectures, performances and the like, so long as no admission fee is charged.**
- 4. All other organizations shall be considered on a first come, first served basis.**

**The Superintendent shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.**

APPROVAL OF USE

**The campus principal is authorized to give initial approval for use of facilities on a school campus. The athletic director is authorized to give initial approval for use of District athletic facilities. The administrator for operations is authorized to give final approval for use of all District facilities.**

**EXCEPTION**

**No approval shall be required for non-school related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled non-school purpose.**

**EMERGENCY  
USE**

**In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.**

**FACILITIES NOT  
AVAILABALE**

New buildings or additions are not available for use until they have been accepted and occupied for school purposes.

**USE CAFETERIAS  
AND KITCHENS**

Use of cafeterias with kitchens shall require the employed services of a food service employee at an hourly rate.

USE OF AUDITORIUMS  
AND NATATORIUM

Use of the District's auditoriums may require a light/sound crew as per the fee schedule.

No refreshments shall be allowed in the Herndon Auditorium or

George Junior High School Forum. **Any** organization requesting use of these facilities shall be held responsible.

Use of the Natatorium shall require the employment of water safety personnel as deemed necessary by the District.

### **USE AGREEMENT**

**Any organization or individual approved for a non-school use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the non-school use.**

### **FEES FOR USE**

**Non-school users shall be charged a fee for the use of designated facilities.**

Rental fees shall be for the period of time the facility is being utilized by the group/organization including set-up and take-down time if there is additional cost to the District.

**The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security and technology services.**

### **EXCEPTIONS**

**Fees shall not be charged for non-school uses when:**

- School buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies.
- **Use is by District employee professional organizations. [See DGA]**
- **The primary participants are school aged children and only a limited area of the building is involved so that no extra fees for custodial services are required. When extra custodial service is required for such meetings, the District shall collect a fee sufficient to pay the wages of same.**

Exemption of rental fees may be approved for other civic and community groups on the basis of similar charges/conditions for similar organizations/purposes.

### **SECURITY**

The District may require a group/organization to employ supervisory and/or security personnel as deemed necessary by the District.

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RELEASE OF LIABILITY      Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property.

REQUIRED CONDUCT      **Persons or groups** using school facilities shall:

- **Designate one adult member of the group to be in charge of and responsible for the program or activity.**
- Conduct business in an orderly manner.
- Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and the use of tobacco products on school property. **[See GKA]**
- Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

**All groups using school facilities shall be responsible for the cost of repairing any damages incurred during the use and shall be required to indemnify the District for the cost of any such repairs.**