

Policy 9050

School Facilities

School Facilities Use

The McCall-Donnelly School District facilities are a resource to the community. The community is encouraged to use the facilities; however, the Board recognizes its responsibility to provide educational programs for students of the district. Facilities and financial resources are primarily dedicated to the needs of the students.

1. Administrative Responsibility:

- a. The school facilities use program will be administered by the building principal under the direction of the superintendent. When school operations are closed for summer break, the superintendent or designee will assume administrative responsibility. In the event of scheduling conflicts, applicants are encouraged to confer with the principal. Appeals may be directed to the superintendent.

2. Uses Prohibited

School facilities may not be used:

- a. for illegal acts, discriminatory acts, or exclusionary use,
- b. to promote any theories or doctrines that encourage violence or illegal activities ,
- c. to promulgate the overthrow of the government of the United States.

Facilities may not be used for any activity that, in the judgment of the school administration, may be unmanageable, cause health or safety problems, disrupt the programs or operation of the school, or involve the use or promotion of alcohol, tobacco or illegal drugs.

3. Conditions Governing Use:

- a. Users will assume complete responsibility for any and all damage resulting from their use of school facilities. Users will reimburse the school district for any damages.
- b. Users agree to conform to all rules and regulations of the school district and acknowledge that the district is a drug, alcohol, and tobacco free environment.
- c. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the lease agreement is submitted.
- d. Firearms and/or other weapons are not permitted in school facilities or on school property.

- e. Fire and safety regulations shall be observed.
- f. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls, or other building parts are not permitted.
- g. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
- h. Rental fees shall be determined in advance. Additional custodial or other service charges may be assessed at the conclusion of the activity according to the level of service provided. Refundable deposits may be required. (See appendix 2)
- i. Seating, special equipment, or any other facility arrangements must be requested prior to issuance of the lease agreement. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment, or other services required.
- j. Lunchroom facilities may be used by organizations for purposes of preparing and/or serving meals. Individuals preparing food must be pre-approved by district food supervisor. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities. An additional fee will be charged for this supervision.
- k. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities and have meals catered with permission of the building principal.
- l. The McCall-Donnelly School District reserves the right to cancel a Lease Agreement if such action is deemed necessary and in the best interest of the district. In the event of such revocation or cancellation, the district will refund any advance payment made, and there shall be no claim or right to damages or expenses on the part of the user.
- m. The district reserves the right to deny use to any individual or group.

4. Priorities for Use

Decisions about the use of school facilities will be based on this order of priority classification:

a. Category I

Board Approved Programs:

- i. The instructional and activities programs of the schools. Activities related to students enrolled at a school will take priority over activities for other schools.
- ii. All school groups must submit an online annual calendar of events, games, practices, etc. The facilities will be scheduled based upon priority of site uses and need. All unscheduled days will be "first come, first served."
- iii. School related activities conducted by others such as PTA, booster

clubs, and other school clubs in support of the programs of the schools will be allowed to use the school facilities for meetings or activities rent free with no deposit required.

- iv. Youth Programs: Community programs centered around the welfare of youth, such as community recreation, Boy/Girl Scouts, 4-H, etc, will be allowed to use the school facilities for meetings or activities rent free. Fees may be charged for technical services, special services, damages, and custodians whenever use occurs outside of regular custodial hours.
- v. Idaho High School Activities Association (IHSAA) sponsored events.

b. Category II – Non-Profit Groups/Organizations

- i. Non-profit organizations will be allowed to use the school facilities for meetings or activities. A rental fee (see appendix 2) and/or a deposit of \$250 may be required. Additional fees may be charged for technical services, special services, damages, and custodians whenever use occurs outside of regular custodial hours.

c. Category III – Commercial Use for Private, For Profit and Commercial Groups

- i. A rental fee (see appendix 2) with a deposit of \$250 will be required. Additional fees may be charged for technical, special services, damages, and custodians whenever use occurs outside of regular custodial hours.
- ii. Governmental agencies conducting business for profit will be allowed to use the school facilities for meetings or activities. A rental fee (see appendix 2) with a deposit of \$250 will be required. Additional fees may be charged for technical services, special services, damages, and custodians whenever use occurs outside of regular custodial hours.
- iii. The school facilities may not be used for regular church services for over six consecutive months.

Policy History:

Adopted June 2012

Amended: May 2018