

## **KG-R**

### **COMMUNITY USE OF SCHOOL FACILITIES**

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Requests for the use of school facilities will be made at the office of the Superintendent at least fourteen days prior to the date of use.
2. School facilities may be used for individual, private, or commercial purposes only upon payment of a rental fee as set by the School Board and with conformity to other conditions specified in the Rental Contract issued by the Superintendent.
3. The use of school facilities for school purposes, meetings of students, entertainment given by students, meetings for the benefit of teachers, meetings and entertainment by the teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building principal.
4. School-related groups, as indicated in (3) above, will be permitted reasonable use of school facilities.
5. All activities must be under competent adult supervision approved by the Superintendent and the principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible for the observance of local, county, and state fire and safety regulations at all times.
8. The use of alcoholic beverages, profane language, smoking, or gambling in any form is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
10. The Board will approve and periodically review a fee schedule for use of facilities. The fee schedule is KG-R1. The fee schedule includes school groups, non-profit Rochester affiliated groups, and non-profit or other non-Rochester affiliated groups.
11. Liability insurance will be required for non-school related groups given permission to use school facilities. Organizers of any activity not under the direct supervision of a school employee must provide a certificate of insurance endorsed to name the district as an additional insured.
12. In situations where there is no cost factor to the district, or in situations where a mutual exchange of facilities or mutual benefit is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
13. The Board reserves the right to cancel any permission granted.
14. The School Department is not responsible for accidents or injuries incurred on school property when school is not in session.

Adopted: April 8, 1993

Amended: February 9, 1995

Amended: January 8, 2015

Amended: August 8, 2019