

The District may legally preserve the property under its control for the use to which it is dedicated. 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 has damaged District property.

Persons or groups using district facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and district 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.

An elementary school or secondary school has a limited public forum whenever the school grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours of compulsory attendance.

By law, where the District has a designated limited public forum, it may not deny equal access or a fair opportunity to meet, or to discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed as a “patriotic society” under federal law.

Use Requests

The principal is authorized to approve use of facilities on school campus. The Superintendent or designee is authorized to approve use of all other District facilities. Requests for non-school use of District facilities shall be considered on a first-come, first-served basis. Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal or Superintendent shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

The District shall not permit nonprofit organizations not affiliated with the District to conduct fund-raising events on District property nor permit individuals of for-profit organizations to use its facilities for financial gain.

Use Agreement

Any organization or individual approved for a non-school use of District facilities shall be required to complete a written use agreement indicating receipt and understanding of this policy, agreement to abide by all 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

Non-school users shall be charged a fee for the use of designated facilities, in accordance with a Fee schedule developed by the Superintendent. The fee schedule shall be based on the cost of the physical operation of the facilities, any applicable personnel costs for supervision, as well as, custodial, food, security, and/or technology services.

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Fees shall not be charged when school buildings are used:

1. For District-affiliated parent-teacher groups, booster clubs,
2. For approved public meetings sponsored by state or local governmental agencies; or
3. By District employee professional organizations.

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

The Superintendent is authorized to set aside or reduce any scheduled or normal rental fees when a mutually beneficial relationship is established between the District and a proposed user of school facilities. The Superintendent is authorized to act on any rental proposal not covered in this policy. When this occurs, the Superintendent shall report the action to the Board and advise the Board of any needed change in the policy.

It is the intent of the Board that parent-teacher groups, booster clubs, and any other school-related organizations should have the use of school facilities for their regular meetings without charge. When such groups hold special events, any charge for facilities will be calculated on a cost-to-the district basis. When kitchen facilities are to be used for food preparation and/or service, the user organization must pay a member of the food service staff to be present.

The Superintendent may, when it is deemed to be in the best interest of the District, require a cash deposit above the rent to be charged to cover damage to rental property. The deposit, less payment for damage done beyond wear and tear on the property, shall be refunded within thirty (20) days.

Priorities for Use of School District Facilities

Use of District facilities will be granted to the following groups in this order of priority:

1. District-sponsored groups;
2. school-related or curriculum-related clubs and student organizations;
3. school District-related groups (PTA, PTO, teachers' and principals' organizations, booster clubs);
4. local government;
5. educational institutions;
6. other not-for-profit groups and youth organizations; and
7. other private or individual for-profit groups whose purpose is not incompatible with the educational mission of the District.

Facilities Available for Use

The following School District facilities located on an School District campus may be available as space permits:

1. auditorium, meeting or conference rooms, theater;
2. general purpose classrooms;
3. library;

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4. school District grounds and playing fields;
5. cafeteria;
6. gymnasium; and
7. athletic field.

Insurance Requirements

1. Any District-sponsored activity is covered by the District's self-insurance program.
2. Use of District facilities by outside users shall require proof of insurance for the activity with combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming the District as additional insured.
3. Only the Superintendent can reduce or waive this insurance requirement. Additionally, the District is willing to accept statements of self-insurance from other governmental agencies.
4. In any event, the certificate of insurance, letter of self-insurance, or waiver shall be on file prior to the scheduled event.

It shall be the responsibility of the Superintendent to assure that adequate supervision of school facilities is provided during periods of community use.

Official representatives of all groups using school facilities must sign a liability waiver "hold-harmless" agreement. Any non-school-related user group, which is covered by an existing liability insurance policy, must also provide in advance of use of the facility a certificate of liability insurance, which names the District as an additional insured. Representatives of all groups must also sign a form, which indicates acceptance of responsibility for the care and supervision of the facilities and for payment of the rental charges, if any.

Cancellation

The District reserves the right to substitute an alternative space for any facility reserved for a non-District function if deemed necessary to conduct official School District business or special programs.

Legal Reference: Boy Scouts of America Equal Access Act, 20 U.S.C. 7905.