

3014
Use of School Facilities

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5 1. General Facilities Use Guidelines

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7 a. School facilities may be used by various education and community
8 organizations when it is in the interest of the general public.
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10 b. School facilities may not be used for personal profit and other
11 commercial purposes. The district opens its facilities to district patrons
12 for the benefit of the public, not commercial uses. Due to the
13 complications created by groups or individuals using district facilities for
14 commercial purposes, these uses are prohibited unless approved by
15 the superintendent or his or her designee or board of education.
16 Booster clubs and other organizations raising money purely for the
17 support of student groups, as defined below, and not for personal profit
18 are not considered commercial uses but must comply with the district's
19 policies which apply to these groups.
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21 c. Any person or group using school facilities must assure that it will be
22 responsible for maintaining order, protecting property, and providing
23 security and safety.
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25 d. Only those organizations and persons who are known to school
26 officials, who have financial resources sufficient to cover all rentals and
27 possible damages, and who are willing to discharge such obligations
28 shall be permitted to use the school facilities and equipment.
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30 e. Rental fees for school facilities may be charged and shall be set by the
31 board.
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33 f. Non-curricular student groups or non-student groups (as those terms
34 are defined below) that wish to use the facility must submit a facility use
35 application which may be obtained from the district's central office. The
36 application must be received by the superintendent or designee prior to
37 the approval of any facility use.
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39 g. The shop and weight room may not be used by students when school
40 is not in session, unless supervised by a district staff member. Use of
41 the shop and weight room in violation of this provision may lead to the
42 students being denied access to these facilities or other consequences
43 permitted by board policy and Nebraska law.

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h. Any person or group using the school facilities, for any purpose, must comply with all of the district’s policies, rules, and regulation.

2. Definitions

a. “Curriculum-related student groups” shall mean students participating in school sponsored activities, supervised by the district staff, related to curriculum, and recognized by the board.

b. “Extracurricular student groups” shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as “curriculum-related student groups.”

c. “Non-curriculum related student groups” shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.

d. “Non-student group” shall mean all other groups or individuals who apply to use district facilities.

e. “Superintendent” shall mean the superintendent of schools or his or her designee.

3. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

i.) Curriculum related and Extra-curricular student groups may use school facilities at no cost to the group if they restore the facilities to their prior state after using them.

ii.) The district shall bear any costs for a school group (e.g. the fee paid a cook or a custodian required to be in attendance).

iii.) Curriculum related and Extra-curricular student groups have priority over non-curriculum related student groups and non-student groups.

b. Non-curriculum related student groups

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- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
 - (1) Such meetings shall be held while the building is normally open and there is a minimum of interference with custodians or other school personnel or facility use.
 - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
 - ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent or designee's permission before using school facilities.
 - iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent or designee.
 - iv. Non-curriculum student groups must meet each of the following conditions to secure the superintendent or designee's permission to use school facilities:
 - (1) The meeting will be held during non-instructional time.
 - (2) The district has facilities available to accommodate the meeting.
 - (3) The meeting is voluntary and for the general benefit of the student participants.
 - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.
4. Use of facilities by non-student groups
- a. The superintendent or designee may authorize the use of any school

130 facilities for non-school activities by non-student groups.

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132 b. In addition to the guidelines listed elsewhere in this policy and other
133 board policies or administrative protocols, the superintendent or
134 designee will consider the following when making determinations
135 regarding use of district facilities by non-student groups:

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137 i. The local teacher's association may hold meetings when student
138 classes are not in session and staff members are not on duty.

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140 ii. Non-student groups which provide education-related
141 programming and services for students and staff may be given
142 priority of use over other outside groups. The superintendent or
143 designee has sole discretion in determining whether proposed
144 uses relate sufficiently to the district's educational standards and
145 programs.

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147 iii. Non-student groups which provide programming and services for
148 community members and others living within the district may be
149 given priority of use over other outside groups.

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152 c. Denial of access

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154 i. The superintendent or designee (referred to herein as
155 administrator) may limit or deny access to school buildings,
156 grounds, and activities to any person whom the administrator
157 deems to be using the facilities inappropriately and contrary to
158 the district's mission.

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160 ii. Upon determining that a person has engaged in, or is engaging
161 in conduct that constitutes grounds for exclusion under this
162 policy, the administrator shall take such action as he or she
163 determines appropriate, including directing the person to cease
164 engaging in the conduct or to leave the school premises or
165 activity immediately. The administrator may request assistance
166 from law enforcement authorities to remove an offending person
167 from the school grounds. A person who enters school premises
168 in violation of these conditions shall be deemed to be
169 trespassing.

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171 iii. The administrator shall have the authority to fix the time when,
172 and the conditions under which, the offending person may return

173 to school premises.
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175 5. Students, staff and community members may use or lease school
176 equipment for non-school use only if they have received the prior
177 permission of the superintendent or designee.
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179 6. Proof of Insurance
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181 a. When any non-curriculum related or non-student group utilizes
182 school district facilities, the group submitting the facility use
183 application may be asked to provide proof of insurance up to the
184 current tort claims limits applicable to political subdivision in the State
185 of Nebraska. Currently the limits are \$1,000,000 per person for any
186 number of claims arising out of a single occurrence and \$5,000,000
187 for all claims arising out of a single occurrence.
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189 b. The district may require the non-curriculum related or student group
190 to include the district as an additional insured on any such policies
191 and may refuse access to its facilities until proof of satisfaction of this
192 requirement is submitted to the superintendent.
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194 7. No Fees for Admission
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196 a. Non-curriculum related and non-student groups may not charge a
197 fee to participate in or be a spectator at any recreational activity,
198 event, or other such gathering occurring on district grounds unless
199 approved in advance by the superintendent.
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201 b. If the district retains control over the area of the premises in which
202 the non-curricular and non-student group desires to use, meaning
203 the district provides supervision, staffing, custodial services, or
204 otherwise maintains its control during the group's use of the
205 facilities, the group may not charge a fee for admission under any
206 circumstances.
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208 c. Non-curricular and non-student groups may charge for parking or
209 vehicle entry onto the premises unless otherwise prohibited by the
210 superintendent.
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