

## **Facility Use Guidelines**

Slate Valley Unified Union School District (SVUUSD)

The SVUUSD Administration recognizing that the community invests in school buildings and grounds, and encourages the use of District facilities by community groups, provided such use does not interfere with District activities.

District buildings and grounds shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- uses directly related to the schools and the operations of the schools
- uses and groups indirectly related to the schools
- meetings of employee associations
- uses for voter registration and elections
- departments or agencies of the municipal government
- other governmental agencies
- community organizations or groups of individuals formed for charitable, civic, social, recreational, and educational purposes

Approval for use of school buildings or facilities shall be denied when use would be for:

- use of District buildings and grounds shall not be granted for any purpose which is prohibited by law
- when the building or facility is closed for repairs, decorating, cleaning or renovating purposes

### **Facility Use Scheduling Process**

- Each building use request must be made through the FMX facilities management system by the party requesting use
- All outside groups will be required to create and utilize a FMX account
- Organized groups must provide a certificate of insurance
- Facility Manager and school Principal/Athletic Director will review each request and approve/deny
- Any conflict in the approval process will be reviewed by the Director of Operations and the Superintendent of Schools

### **Facility Use Fee**

- Fees will be assessed when deemed appropriate by the Director of Operations or designee to cover the cost of custodial services along with other facility costs associated with the event
- Custodial services will be required as deemed appropriate by the Facility Manager
- Access to the buildings must be controlled for all events

Any injuries that occur during the use of the District facilities shall be immediately reported to the Building Principal.