

## 6.11 USE OF SCHOOL FACILITIES

### POLICY

Use of school facilities by the public will be permitted only when it will not interfere with district activities and shall be subject to regulations and rental charges for community use of facilities established by the administration and approved by the Board.

### PROCEDURES

In general, school equipment and facilities will not be made available for personal use of employees except as stipulated in the following provisions.

#### I. Use of School Vehicles

School vehicles may not be used for personal use. Specific exceptions may be made by an associate principal in situations that facilitate school related activities.

#### II. Use of Physical Education Facilities and Equipment

The Board of Education has encouraged development of wellness programs in each school. Therefore, employee use of physical education facilities is permitted when not in scheduled use under the following conditions:

- A. Employees must complete an application for employee use of school facilities and equipment form prior to use of facilities or equipment.
- B. Employees must have a hold harmless agreement on file with the director of student activities.
- C. Non-employee adult guests of employees must sign a hold harmless agreement.
- D. Children of employees and/or their guests must be supervised.
- E. It is recommended that a minimum of two persons be present when using facilities or equipment.
- F. Non-students are prohibited from participating in interscholastic team practices or scrimmages, "free play," or conditioning activities.**
- G. Non-students are prohibited from using district/school facilities except where permitted in this policy -- children of employees.**

#### III. Office-Type Equipment

Limited, reasonable personal use of copiers, fax machines, computers, and other office type equipment is acceptable. Such equipment may not be used for personal gain. Extensive use must be pre-approved by an associate principal with appropriate reimbursement for cost of such use.

#### IV. Use of Other School Facilities and Equipment

Other than the use of physical education facilities and equipment for wellness type activities and the use of office type equipment as indicated above, school facilities and equipment may not be used by employees for personal use or financial gain. Specific exceptions for personal use may be made by an associate principal under the following conditions.

- A. Employees must complete an application for employee use of school facilities and equipment form prior to use of facilities or equipment
- B. Use must directly or indirectly benefit a school program or activity.
- C. Employees must be qualified to use the facility or equipment.
- D. Employees and non-employee adult guests of employees must sign a hold harmless agreement prior to use.
- E. It is recommended that a minimum of two persons be present when using other school facilities and equipment.

**V. *Communication***

***Each year district schools will publish the following District 214 Operating Principle in student handbooks.***

**Equality of Opportunity**

***The district will provide equal and appropriate opportunities and resources to all of its students and other citizens, regardless of their race, religion, ethnic background, gender, or the community in which they live.***