

## **3014 Use of School Property**

It is understood that the Central City Public Schools is supported by the community and that the school is an integral part of the community. As a public facility, the school is called upon to host several events throughout the year. This policy has been established to recognize the importance of the role of the school in the community and to accommodate the demands for facility use.

1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: track. The district understands that it would not be feasible to require a patron to apply to use facilities like the track on every occurrence. The use of such facilities can only be used when school is not in session or when not being used by students or student-athletes. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. The policy within this paragraph is subject to administrative discretion and their guidelines and expectations of such facilities. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
2. General Facilities Use Guidelines
  - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.

- b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- c. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- d. The rental fees for school facilities shall be set yearly and expressed in facility-use agreement documents.
- e. Related student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the activities director prior to the approval of any facility use.
- f. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses must be approved by the Superintendent or Board of Education. Such use will only be approved when such groups can prove student, school, and/or community benefit and use of such facilities are not for profit.
- g. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

3. Definition

- a. "Curriculum-related & Extracurricular student groups" shall mean students participating in school-sponsored activities or extracurricular, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "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, activity or athletic affiliates, and other similar youth groups.
- c. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.

4. Use of School Property by Student Groups

- a. Curriculum-related and Extracurricular student groups
  - i.) Curriculum-related and Extracurricular 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 associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
  - iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.
- b. Related student groups
  - i. Related student groups may use the school building during non-instructional time. Such use shall be without charge.
    - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student

and staff 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. Related student groups must apply for use of the facilities and secure the superintendent's, or designee's, permission before using school facilities.

iii. Related student groups may meet only on school premises at times and places determined by the superintendent, or designee.

iv. Related student groups must meet each of the following conditions to secure the superintendent's, or designee's, permission to use school facilities:

(1) The facility use will occur during non-instructional time.

(2) The district has facilities available to accommodate the group.

(3) The use 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.

5. Use of facilities by non-student groups

a. The activities director may authorize the use of any school facilities for non-school activities by non-student groups.

b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the Superintendent, or designee, will consider the following when making determinations regarding use of district

facilities by non-student groups:

- i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
- ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent, or designee, has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
- iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.

c. Denial of access

- i. The superintendent, or designee, may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent, or designee, deems to be using the facilities inappropriately and contrary to the district's mission.
- ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent, or designee, shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. Administration may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
- iii. The superintendent, or designee, shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.

6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the Superintendent or Board of Education.
7. Proof of Insurance
  - a. When any related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
  - b. The district may require the related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.
8. No Fees for Admission
  - a. Related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent, or designee.

Adopted on: **August 16, 2010**  
Revised on: **July 18, 2016**  
Revised on: **January 15, 2018**  
Revised on: **May 11, 2022**