

PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

General overview – The primary use of school buildings, facilities and equipment is reserved for the educational mission of Sweetwater County School District Number One, State of Wyoming (the “District”). However, in accordance with Policy File KG, school facilities are available for community use within stated guidelines.

Application – District residents, including individuals, organizations, or other entities, seeking to use school facilities, indoor or outdoor, are required to complete an *Application for District Facilities Use*, Policy File KG-E. The form may be obtained on the Sweetwater County School District Number One Web Site. Absent extraordinary circumstances, the *Application for District Facilities Use* shall be completed at least two weeks prior to the date of any first-requested use. All fees must be paid in advance.

Upon completion of the *Application for District Facilities Use* and its acceptance by the District, the event shall be added to the District’s Master Calendar and arrangements made for the use of the individual school facilities approved. The building principal and his/her designee shall then be responsible for the administration of the *Application for District Facilities Use* in compliance with regulations stated in Policy File KG and other applicable rules and regulations of the District.

The Office of Human Resources shall provide any assistance required and work with the building principal and staff to facilitate the administration of this policy and its procedures.

Applications for Use During Vacation or Other Interim Period. District residents applying for the use of school facilities during any period in which school is not in session, such as vacation periods, holiday periods, or summer break, should make application to the Office of Human Resources. Use of school facilities during these breaks is not encouraged. Such action will only be scheduled at the discretion of the District taking into account staff availability and building maintenance schedules.

Applicant Responsibilities. The applicant signing an *Application for District Facilities Use* is considered the individual legally responsible and the authorized agent for any organization or entity seeking to use school facilities. The applicant is responsible for compliance with all District policies, procedures and applicable laws. The applicant may not assign or transfer the *Application for District Facilities Use* to any other entity or individual.

The applicant agrees to indemnify the District for any and all damages occurring to the building facilities and/or equipment incurred as a result of applicant’s use. The applicant further agrees to hold the District harmless for any and all claims of liability, personal injury, or death arising from applicant’s negligence. The applicant also agrees to defend the District against any such claim. The applicant also agrees to hold the District harmless for any damage or loss of property resulting from applicant’s use. Prior to the applicant’s scheduled use, the applicant shall review all applicable District policies and procedures and obtain any clarification desired from the building principal.

The applicant agrees that, during any period of use of school facilities, the applicant shall provide supervision and security commensurate with the activity. The applicant agrees to provide any special equipment or materials necessary for applicant’s use of school facilities. Any equipment requested to be provided by the District shall be operated only by District personnel or specially trained, approved personnel of the applicant trained by the District. Fees and costs assessed are according to established schedules.

The applicant shall maintain its *Application for District Facilities Use* and have it available for inspection and identification during any period in which the applicant is using school facilities. District personnel shall deny access or use of school facilities unless the applicant possesses a valid signed *Application for District Facilities Use*. Similarly, District personnel shall also deny access and use of school facilities in the event that adequate, adult supervision or security are not provided by the applicant for any activities in which minors are participating.

Levels of adequate supervision and security are determined at the discretion of the District. All *Applications for District Facilities Use* are issued for specific, school facilities. It shall be the responsibility of the applicant to restrict the activities to that specific area except for the use of necessary hallways, ingress and egress, and restroom facilities within the assigned area. Any failure to observe this requirement may result in loss of facilities' use privileges.

District furnishings, equipment, and supplies are not to be removed, damaged or consumed by any applicant. If an applicant desires to store equipment or supplies on site temporarily, the District may determine if space is available. The applicant shall be charged a monthly rental fee for such storage. The District assumes no liability for damage or loss of any such equipment or supplies stored on its premises.

District Staffing. Any applicant will be required to pay the costs of any designated District staff if the use of the facilities results in direct additional costs to the District. These additional costs will be billed directly to the applicant. This may include additional, custodial time necessary for maintenance or cleaning-repair costs for damages or replacement of any damaged, lost, or stolen equipment or supplies.

Prior to vacating the premises, it is the applicant's responsibility to determine that no damage or loss of school facilities has occurred as a result of the use. Any damage or loss noted should be brought to the attention of the building principal or his/her designee.

Safety. All applicable laws or District policies governing use of school facilities related to fire, crisis management, or safety shall be observed at all times by the applicant. All exit and security lighting must be used and may not be obscured or tampered with. The use of any open flame, including candles, is expressly prohibited in any building. The applicant agrees to observe capacity limits established by the Fire Marshal for all facilities.

The applicant shall expressly refrain from making any mechanical or electrical modifications to school facilities. The introduction of any flammable substance or pyrotechnics to school facilities is expressly prohibited. No equipment, specialized lighting or other products shall be used within school facilities except as expressly authorized in the *Application for District Facilities Use*. If authorized, applicant warrants that any such equipment shall conform to all Federal, state, and local laws or regulations and shall not be used in any fashion that results in increased fire hazard on the premises. Exit doors, stairways, hallways shall be kept free of obstruction at all times.

Applicant further warrants that it shall not violate the provisions of Policy File KG dealing with illegal or prohibited activities. Any violation of this provision may result in revocation and termination of the *Application for District Facilities Use*.

Advertising. All advertising used to promote the applicant's use of school facilities shall be subject to review by the District Office of Human Resources, including posters, banners, or other media. Such advertising must comply with all applicable Federal, state, and local law and District policies.

All media used to promote the applicant's use of school facilities which is displayed, distributed, or

otherwise presented by the applicant within school facilities shall contain a statement approved by the District disclaiming any District sponsorship of the event. The statement shall be substantially in the following form: “This information is presented by the sponsor of this event and was prepared without cost to Sweetwater County School District Number One. The School District’s approval of any request for use of school facilities is not, and shall not be, construed to be an endorsement of the individual or group or the message conveyed by the sponsor.”

Cross Reference: JN – R Debt Collection Guidelines, Procedures, and Standards.

Sweetwater School District #1

Adopted: 09/27/04

Revised: 07/17/13