



## COMMUNITY USE OF SCHOOL FACILITIES

### Background

The school is an integral part of the community and may be used by parents and community organizations when not required by the school for educational programs. The use of school facilities by community members is in accordance with the directions of the procedures established for KTCEA.

### Guidelines

The primary purpose of school facilities is to further the education of the children who reside within KTCEA communities. KTCEA supports and encourages community use of its school facilities and will work in partnership with community partners to coordinate community use of facilities, provided it does not significantly interrupt instruction.

#	Procedure	Roles & Responsibilities
1.	<p>The Principal, in consultation with the Associate Superintendent, Facilities and Operations, shall permit the community use of school facilities in accordance with the following procedures:</p> <ul style="list-style-type: none"> <li>• School facilities, including the gymnasium, will be made available to the community on the basis of the following:               <ul style="list-style-type: none"> <li>○ Activities and functions sponsored by the school shall be given priority.</li> <li>○ Organizations that are considered most beneficial to the school and the community in general will be given consideration after school sponsored activities.</li> <li>○ Other organizations will be given consideration if the facilities are not being used.</li> <li>○ Community groups approved through a joint use agreement.</li> </ul> </li> <li>• Community organizations may be allowed to sponsor activities on playgrounds and using playground equipment when schools are closed provided that due care and supervision is exercised with respect to the safety of persons and property. Users shall be informed that KTCEA will not be responsible for any losses or injuries that may occur.</li> </ul>	<p>Principal in consultation with Associate Superintendent of Facilities and Operations.</p>

2.	<p>Any organization using the gymnasium and who has been given permission by the Principal to use school materials and equipment shall return all school equipment to its customary place of storage, and remove from the school premises all equipment and materials belonging to the organization unless previous arrangements have been made with the Principal.</p> <ul style="list-style-type: none"> <li>• Any articles left on the premises shall be deposited with the Principal.</li> <li>• School facilities may not be used until the time given in the approval.</li> <li>• The entrance doors shall be free to open by the panic bar at all times and exit lights must be operative and lit.</li> <li>• In accordance with general fire regulations, all aisles, halls, stairways, passageways, lobbies and exits shall be kept free from obstructions.</li> <li>• No adjustments or modifications shall be made to the lighting, heating, or ventilating equipment by any person other than a member of the caretaking staff.</li> <li>• Liquor and drugs are prohibited on school premises.</li> <li>• Any organization renting the school facilities shall be held accountable for all damage and loss of property while using the facilities.</li> </ul>	Principals
3.	<p>In the event that the community would like to use a school facility leading to school closure, sufficient advance notice and approval from the Superintendent is required.</p>	Superintendent
4.	<p>KTCEA may establish rental rates for the use of school facilities and the funds that are collected will be forwarded to the KTCEA Office to be placed in the school budget.</p> <ul style="list-style-type: none"> <li>• All applications (See Attached Form) for the use of school buildings by community organizations or persons must first be reviewed by the Principal for approval. The organization submitting the application must appoint a member that is to be held responsible by the Principal for all of the arrangements and conditions specified for use.</li> <li>• If the approval for use is given, a copy of the rules to be followed in the use of the building will be given to the applicant. These are as follows: <ul style="list-style-type: none"> <li>○ Smoking is restricted to designated areas.</li> <li>○ At the discretion of the Principal, areas of the school may be placed out of bounds.</li> </ul> </li> </ul>	Principals

	<ul style="list-style-type: none"> <li>○ No school equipment shall be used without the Principal's permission.</li> </ul>	
5.	<p>Where school facilities are rented to outside organizations, the following shall apply:</p> <ul style="list-style-type: none"> <li>• A duly authorized staff member shall be on duty during and after the period of use.</li> <li>• Caretaking staff shall be available to perform janitorial duties and inspect following the rental period.</li> <li>• The organization is required to provide evidence of liability insurance coverage.</li> <li>• If caretaking is required and involves an extra expense, the organization shall pay KTCEA directly.</li> </ul>	
5.	<p>Where school facilities are approved rent-free to a community organization:</p> <ol style="list-style-type: none"> <li>1. The organization shall be responsible for all caretaking duties.</li> <li>2. An authorized staff member shall be on duty after such use and inspect and secure the facility.</li> <li>3. If caretaking is required and involves extra expense, the organization shall pay KTCEA directly.</li> <li>4. The organization is required to provide evidence of liability insurance coverage.</li> </ol>	

**Definitions:**

Not Applicable

**References:**

Not Applicable

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with Associate Superintendent of Facilities and Operations.