

Section: Community Relations
Title: Use of School Facilities
Number: KG
Adopted: April 27, 1989
Revised: November 9, 2017

As a service to the community and in accordance with state law, the Board of Education may allow the use of public school facilities by individuals, groups and associations for educational, recreational, social, civic, philanthropic and other similar purposes as the Board deems are for the best interests of the students and the community at large.

Permission to use District facilities will be granted to community organizations and residents by the superintendent, or his or her designee, in keeping with the policies, rules and procedures adopted by the Board. However, such use will not interfere in any way with the regular programs or educational activities of the school district. Use of District facilities shall not be for any illegal purpose and must be consistent with the policies of the Board. Use of District facilities may be denied for any legitimate non-discriminatory reason if the District determines, in its discretion, that the proposed use violates legitimate pedagogical goals or Board policies, or is not in the best interests of students. The Board shall have final authority in interpreting Board policy, and in settling disputes regarding the eligibility of a non-school group's use of District facilities.

Usage by Groups

District administration shall maintain an annual school district calendar of educational and activity events and provide an orderly procedure for scheduling the use of District facilities to meet all educational and community requirements.

School programs shall have priority usage of district facilities. Non-school groups have equal right to facilities on a first come, first serve basis. The district establishes the following priority for use of facilities.

District Sponsored Organizations

Group 1. All district organizations including school curricular groups, student activities, athletics, district management services, and Community Education services.

District Related Organizations

Group 2. All school related organizations, such as Park Hill School District PTA, School PTA, Booster Clubs, teacher/ employee associations, Park Hill Education Foundation, and other autonomous groups existing wholly to support Park Hill School District and/ or district students.

All Non-school Related Organizations

Group 3. Type C Group - Governmental Units, In-District Youth Organizations (90% Park Hill School District students), In-District Charitable Functions, including fundraising activities for organizations in Group 1 or Group 2.

Group 4. Type B Group - In-District non-school sponsored education classes, in- District not-for-profit organizations and community groups.

Group 5. Type A Group - For-Profit Organizations and Enterprises (whether in-District or out-of-District), all out-of-District groups or organizations (whether for profit or not for profit).

"In-District" status is obtained by the group or organization via:

1. Ownership of real property within the District by the group or organization; or
2. Rental of Real Property, other than District property within the District, by the group or organization; or
3. The group or organization regularly meets within the District at a site other than District property.

"In-District Youth Organizations" are defined as youth groups whose members are 90% or more school-aged district residents. Official rosters including names and address of participants are required to document all In-District Youth Organizations. A "Not-for-Profit" organization is defined as any organization with a 501(c) (3) status, as that term is defined by the Internal Revenue Code, and/ or any civic or other organization whose primary purpose is other than making a profit.

Fees

Fees to cover facility usage, operational costs (i.e. utilities, safety etc.) and staff service (i.e. custodial, technical, etc.) will be charged in accordance with a schedule recommended by the superintendent and approved by the Board. The Board may consider waiving fees for special public programs.

Fees will be charged to groups (as defined above) based upon the following table:

Group	Facility Usage Charges (Operating Hours)	After hour Utility Charges	Extended Staff Hourly Charges	Other Operating Charges*
<i>District Sponsor Organizations</i> Group 1	No	No	No	No
<i>District Related Organizations</i> Group 2	No	No	Yes	Yes

<i>All Non-school Related Organizations</i>				
Group 3	No*	Yes	Yes	Yes
Group 4	Yes	Yes	Yes	Yes
Group 5	Yes	Yes	Yes	Yes

* Facility charge may be applied to usage of auditoriums, computer labs and selected outdoor facilities.

Scheduling

The district shall establish a facility scheduling procedure and timetable for district and non-district use of facilities. All school activities should be scheduled by August 15 each year. Non-school related organizations may request use of facilities on a first-received basis beginning July 1st of each year. Confirmations of such requests will be sent after August 15th.

Facility use permits may be canceled or rescheduled by either party up to 30 days prior to the use of the facility. However, permits for gymnasiums, the auditorium and outdoor facilities may not be canceled or rescheduled without user's permission, since approval for facility use has been granted.

The District reserves the right to cancel use of facilities when conditions so warrant, i.e., inclement weather, utilities outage, mechanical failure, school holidays, student curricular or activity/ athletic emergency, other emergencies, or if the District determines, in its discretion, that the proposed use will be contrary to the District's legitimate pedagogical goals, will violate Board policy, or is not in the best interests of students.

Park Hill School District, Platte County, MO