

**PARK COUNTY SCHOOL DISTRICT 6
BOARD OF EDUCATION POLICY**

CODE: KF

WORKING COPY

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

The ~~District Board of Trustees encourages the~~ **may approve** use of school **facilities and equipment, buildings,** by community groups whenever such use will not interfere with regular school or school-sponsored programs or activities and is in accordance with the policies and regulations of the District. [KF-R-2](#)

District Facilities and Equipment

An officer or other responsible representative of the organization (from here-in after referred to as “user”) requesting use of district facilities or equipment must first complete form [OE-R-2](#).

All applications must be submitted to the Activities Director for consideration no earlier than six months and no later than 15 business days prior to the day of the event. ~~in coordination with building principals, shall schedule the use of any district facility or district equipment after determining the availability of the facility and/or equipment and reviewing the request to make certain that the equipment and/or facility will be used in an appropriate manner and without damage to the facility or equipment. If the Activities Director denies a request~~ **the application for facility/equipment use,** the organization may appeal the decision to the Superintendent. [KF-R-4](#)

The Board shall establish a fee or rental schedule for the use of school facilities and ~~school~~ equipment. [KF-R-3](#) Custodial and other supervisory fees shall be established when custodians and other supervisors must be on duty. These fees shall include salary and benefits for the regular or overtime salary for the period worked. ~~Rental fees may be waived by the Superintendent or their designee, upon recommendation of the Activities Director, for groups using facilities and/or equipment at times when they are normally open and, in the judgment of the Superintendent, no special custodial services are needed for either supervision or safety.~~

Whenever any group or organization is permitted to use a district facility or equipment, the Activities Director shall determine the type of supervision necessary for the activity and assess the cost deemed appropriate.

Use of facilities on non-school days is contingent on staff availability. ~~Permission to utilize facilities on school holidays, when employees are not available to open up buildings, etc. may be denied. In the event that permission is granted for the use of activities on such days, the~~ **The District** reserves the right to assess additional fees to cover the cost of overtime or extra pay due to holidays, weekend use, or after ~~normal work hours~~ **use.**

~~Whenever food is prepared in the kitchen of any facility, a cook who regularly works in that kitchen must be present. A fee for the duties of the cook will be assessed at the regular district rate for salary and benefits, with an overtime assessment, should such a rate be applicable. The cook need not be present if the food is carried in and served and there is no food preparation or cleanup which occurs in district~~

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~~kitchen facilities.~~

An officer or other responsible representative of the organization requesting use of district facilities/equipment must agree in writing to indemnify the ~~School~~ District for any damages sustained by such use of school property.

Conditions of Use

Permission shall not be granted for the use of any district facility or equipment which would in any manner, whatsoever, interfere with or impede the conduct of school related programs or activities. Priority for facilities/equipment will be given to school activities and non-school organizations that benefit **district** ~~PCSD #6~~ school age students.

No permission for use of any district facility shall be granted for meetings or activities of any group whose purpose is to subvert or overthrow, by violent or unlawful means, the government of the United States or the State of Wyoming.

Alcoholic beverages and/or illegal drugs are not allowed on school grounds or within district facilities at any time.

Use of tobacco is prohibited on school grounds and within all facilities of the district.

No school building or district facility shall be used for any purpose prohibited by law.

The Board of Trustees reserves the right to deny or cancel permission for use of any district facility if danger exists that public disorder or possible damage to school facilities may result from the proposed use.

Permission for use of district facilities does not constitute a district endorsement of an organization, the belief of an organization or group, nor the expression of an opinion regarding the nomination, retention, election or defeat of any candidate or the expression of any opinion as to the passage or defeat of any issue.

~~It is the intent of the School District that requests for facilities use be done on an occasional basis. Facilities of the School District are not intended to replace organization facilities, buildings, churches, etc. The School District may, at its option, elect to deny permission to any group requesting the continual (i.e., weekly) use of facilities on a long-term basis.~~

The District allows facility use for occasional events, not as a replacement for other organizations' buildings. The District may deny requests for ongoing, long-term use (e.g., weekly meetings).

Use of school facilities may be restricted to groups residing within the school district. The Board of Trustees reserves the final right to make decisions concerning the use of facilities.

Adopted: 1/20/98
Revised 7/19/06
Revised: 5/19/09