

### USE OF SCHOOL FACILITIES

The following procedures shall be utilized by individuals, groups, or organizations requesting the use of School District facilities:

1. Obtain proper forms from office.
2. Complete the following:
  - a. Application for "Use of School Facilities" - three (3) copies.
  - b. "Rules and Regulations for Use of School District Facilities" - two (2) copies.
  - c. "Responsibility for Building" - one (1) copy if there is a District employee that is willing to supervise the activity.
3. Submit to appropriate Building Principal for approval.
4. If Building Principal approves, forms will be sent to the Superintendent's office.
5. Request will be checked against the Assistant Principal's master calendar for any conflicts.
6. If any fees are to be charged, an "Estimate of Fees for Building Usage" will be sent to requester in duplicate with one (1) copy if there is a District employee that is willing to supervise the activity.
7. When all forms are completed, the Board will review and either approve or disapprove the request.
8. If the request is approved, the usage will be placed on the District calendar.
9. The "Application for Use of School Facilities" will be distributed to the following:
  - a. Requestor with copy of signed Rules & Regulations.
  - b. Supervisor of Building and Grounds.
  - c. Central file with copy of signed Rules & Regulations.
  - d. Stage Crew Manager.
10. Additional copies of "Application for Use of School Facilities" will be sent on an as needed basis to the following:
  - a. Building Principal(s).
  - b. Food Service Director.
  - c. Maintenance Director.
  - d. School District employee assuming supervisory responsibility.