



*Adopted: October 27, 2015*

*Revised: October 12, 2023*

*Board Approved: November 16, 2023*

## **902 Community Use of Facilities**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities.

### **II. GENERAL STATEMENT OF POLICY**

A. The School Board allows use of school facilities for community purposes. Rules and regulations regarding facility use are the responsibility of the Main Office at Woodbury Leadership Academy.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

A. The Main Office is charged with the process of scheduling rooms and special areas with 'regular' school hours. Community education classes and activities will be planned and offered throughout the year.

B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the Main Office.

C. Registration fees must be structured to include a pro-rata portion of operating and administration costs.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

A. To provide maximum use of school facilities with minimum conflicts, it is necessary to schedule groups on a priority basis. 902 Procedure will contain more detailed information regarding priority use of facilities. The Executive Director has the authority to make exceptions.

B. The Executive Director may authorize the use of school facilities by community groups or individuals. It may impose reasonable restrictions and conditions upon the use of school facilities as it deems appropriate.

C. Requests for use of school facilities by community group or individuals shall be made through the Main Office.

D. The Executive Director will require a fee for the use of school facilities. It may also

require a deposit of surety bond to ensure liability coverage.

E. When emergencies or unusual circumstances arise that necessitate scheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

## **V. USE OF SCHOOL EQUIPMENT**

A. The Main Office will have procedures available regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use. They will also have a list of equipment rental rates.

## **VI. RULES AND REGULATIONS**

1. The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper care.
2. Individuals and groups are responsible for damage to facilities and equipment.
3. Woodbury Leadership Academy is not responsible for lost or stolen items.
4. Use of tobacco products, intoxicating beverages and controlled substances is forbidden on all school property, including parking lots.
5. Guns are banned from the premises - except when permitted in Policy 501.
6. Food and beverages are allowed only in approved areas.
7. All groups are required to provide adequate adult supervision for their event: 10 students to 1 adult.
8. Leave areas used in an orderly condition.
9. Additional clean-up times will be billed to the user.
10. Parking lot snow removal is not guaranteed.
11. All groups are required to have a supervisor in charge that does a final sweep of the school and confirms all doors are locked. Supervisor will be held responsible for any damages that occur if this is not completed.