

COMMUNITY SCHOOL BUILDING USE GUIDE

The public school facilities are provided by the people in order that the youth of the community may receive the benefits of a sound educational program. Although this is the basic purpose for which the schools are built, the complete educational function is not achieved until the school facilities are made to serve the community. To accomplish this objective, when possible, use may be made of school plants to non-profit organizations for auxiliary, educational, recreational and cultural activities in accordance with the following guidelines.

1. **Legal Basis:** The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Trustees.
2. **Use of Buildings and Properties:** It shall be the policy of the Board of Trustees to make school buildings and properties available for community use as is consistent with their primary use in the public education program. Use of school buildings and properties in the public education program shall include all school and school-sponsored activities, meetings of an educational nature and meetings related to the professional development program.
3. **School Activities:** Take precedence over all other groups and activities.
4. **Rules Governing Building use:** It is not feasible to establish policies for all eventualities; however, the following points serve as a general guide.
 - a. The buildings and grounds must be left in the condition in which they were found; all doors and windows must be locked, the lights must be turned off, water must not be running, etc.
 - b. A custodian is to be on duty if the school buildings is used by any group, unless the reason for an exception is clearly detailed to the building administrator.
 - c. If a custodian or contracted lunchroom worker must be used during off-duty time, the organization will be charged one and one half an hourly rate for his/her service.
 - d. The rental application is to be signed by a responsible officer / representative of the organization who agrees to be personally responsible for the building and the activities being conducted.
 - e. Refreshments are not to be carried into the school gymnasiums without prior approval of the building administrator.
 - f. Beverages and food are prohibited without approval of the school administration.
 - g. Street shoes are not to be worn on gymnasiums floors. Gym shoes worn into the gym area from outside are not allowed on gym floors. This also applies to use of any part of the facility that requires special shoes.

- h. Damage of or tampering with equipment or any apparatus is prohibited. Repairs and adjustments necessary, as a result thereof, will be the financial responsibility of the organization but mainly lie under the responsibility of the individual signing for the use of the facility.
- i. The rental party shall use only those facilities listed on the application. The hallways are not open to use and the travel must be restricted by all individuals involved in the use request.
- j. The stage controls in all schools are to be operated only by and authorized person of the school district.
- k. Alcohol and tobacco use is strictly prohibited in the schools and on school property. This rule must be enforced at all times by the requesting party.
- l. Use of the school lunchroom kitchens must be supervised by a member of the district's contracting agency and will be paid at time and one half. Individuals requesting the use of the kitchen may not use any cooking or preparation utilities at any time without direct supervision by a food agency employee.
- m. If any of the above rules and regulations are violated by any group, further use of the school facilities will be denied and the group may be requested to exit the school facility at the time of the violation.

5. Limitations of Use: The use of school buildings will be denied:

- a. For the purpose of advancing any doctrine or theory subversive to the laws or policies of Laramie County School District #2, the State of Wyoming or of the United States of America.
- b. For the purpose of advocating social or political change by violent action.
- c. When a school building or facility is closed for repairs, decorating, cleaning purposes, for vacations.
- d. When the requested activity is in conflict with any school activity, and
- e. When the request is from an organization that does not have the legal status of being a non-profit organization, unless a review has previously been completed by the building administration and the review has led to approval for a non-profit use.

6. Special Consideration: Any group not meeting these guidelines may request special arrangements and special waivers for consideration of facility use. All rentals will be subject to prior approval of the building administrator or the Superintendent.

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