

COMMUNITY AND EMPLOYEE USE OF SCHOOL BUILDINGS AND EQUIPMENT

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised September, 1979 Revised May, 1987 Revised May, 1988 Revised April, 2000 Revised February, 2005 Revised March, 2007	Buildings Computers Equipment Property Rental

1. Organizations desiring to use school facilities shall file a written application for such use with the Business Office of School District No. 25 at 3115 Poleline Road. The license application shall indicate the facility and the time and date desired, the purpose of the activity and the organization, or group requesting such use. Application must be filed with the Business Office at least one week in advance of the time desired for use. If permission is granted the applicant must sign a license agreement acceptable to the district, a license will then be issued. Notice of termination of the license by either the licensee or the District must be made at least 24 hours in advance.
2. School related organizations, such as teachers, Parent-Teacher Association units, alumni, clubs and other groups directly affiliated with the schools will have first priority in the use of the facilities after the needs of the students are fully met.
3. At least one school district employee must be on hand during the term of the license.
4. School District auditorium lighting and sound equipment can only be made available under the direct supervision of a School District employee. The cost of the School district employee will be charged to the organization using the facility.
5. School authorities reserve the right to require policemen or firemen to be present during the use of school facilities. The expense of these services would be the responsibility of the licensee.
6. Persons who desire information concerning the license fee for District facilities should call 232-3563.

Forms for school district personnel to take computers from the building to their home during the summer vacation will be available from the building principal. The building principal shall be responsible for maintaining the record of computer equipment checked out by staff.