

## 1330-R Community Use of School District Facilities

All outside groups requesting use of facilities must complete a facility use form and file it with the supervisor in charge of the facility requested. Each request will be added to the master calendar only after administrative approval has been granted. Campbell County School District (CCSD) reserves the right to refuse use of District facilities to outside groups for just cause. Charges for building use are intended primarily to recoup the cost of CCSD employee overtime and supplies and materials used in support of the building use. The approving building supervisor may apply the charge when:

- The building is not scheduled to be occupied by District personnel, and supervision/security is required, or
- The building is occupied by District personnel, but additional (overtime) hours are required for preparation/supervision/clean-up as a result of community use.
- Supplies and materials used in support of the building use are of such quantity that reimbursement is appropriate. Overtime building use charges for community use will be assessed and collected by building supervisors at a rate determined yearly by the finance department, payable to Campbell County School District.
- Due to the inherent risks associated with the Aquatic Center, separate rental guidelines are required. For a copy of these guidelines and additional information on rental of the Aquatic Center, please contact the Aquatic Center Director.

### Conditions For Building Use

- All users will leave the building by 10:00 p.m.
- Food may be allowed only in certain restricted areas.
- No alcohol or controlled substances or person(s) under the influence of alcohol or controlled substances are allowed on District properties.
- Building supervisors will have access to the facilities at all times.
- The person who signs the application is solely responsible for the care and protection of the building, grounds, and equipment and must see that the condition of the facility after the activity is the same as, or better than, its condition before the activity.
- Scheduled activities may be canceled because District activities have first priority.
- A schedule of events or explanation of planned activities must be furnished upon request.
- Building supervisors will have the right to revoke privileges of outside groups at any time for just cause and may establish building-specific conditions for community use of facilities.
- Buildings will not be committed to outside groups for extended periods of time.
- Users must, as a condition of use, assume full liability for any personal injuries and for theft of personal or school district property.
- Specific rules for individual buildings will be furnished by the supervisor in charge.
- No "tipping" of school employees is allowed.

- Groups bringing in equipment will state its intended use. This is to avoid damage to the building.
- Groups will confine themselves to the area of the building they have permission to use.
- Adult supervision is required of all activities.
- Schools reserve all concession rights.
- The person who signs the application is responsible to contact the building supervisor with changes, or to cancel the building use, at least 7 days prior to the scheduled activity.
- No school-sponsored youth activities will be scheduled in District buildings after 6 p.m. on Wednesday nights.
- All CCSD facilities are designated smoke and tobacco-free facilities. Smoking or tobacco products are not allowed inside school facilities.

ADOPTION DATE: July 28, 1992; Editorial Revision January 11, 1993; Revised October 26, 1994; Revised April 8, 2003; Reviewed without revision March 8, 2005; Revised October 27, 2020.

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 1330, 1335

ADMINISTRATIVE REGULATION: