

KG Use of School Facilities and Equipment

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The board shall encourage the use of school buildings and school grounds by community groups. Use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once each year. The schedule of fees and/or charges for use of any school facility shall be distributed as directed by the board.

Lease Arrangements

Any lease arrangement shall have board approval.

Equipment

Permission must be granted from the building principal before any district equipment is removed from the school grounds.

Use of District Personal Property and Equipment

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or designee) and will be refunded when the equipment is returned in working order.

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Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent; the building principal; or designee.

Approved: July 8, 2002; January 23, 2006