

Descriptor Term:

## COMMUNITY USE OF DISTRICT FACILITIES

School District Facilities are provided to meet the educational needs of students. Student activities shall have first priority for all facility use. The Board of Education believes that when school district facilities are not in use for school programs, the facilities which are constructed and maintained through the expenditure of public funds within the school district should be used to the fullest extent possible by community groups and agencies on first come and first serve basis.

In order to assure that this accommodation may be extended to all patrons in Pea Ridge School District, it is necessary to have procedures for the use of the school district facilities adopted and made available to the general public. The administration for the school district shall prescribe an orderly process for utilization of school district facilities by community groups and agencies. Provisions for the control and protection of these public facilities will be established. The rules and regulations may require that out-of-pocket expenses including, but not limited to, extra utilities, administrative, custodial, maintenance and other costs be reimbursed to the school district or proper school personnel under the terms of a Facility Use Agreement.

The District reserves the right to approve or reject any request for the use of school facilities, or make appropriate limitations on use, based on legality of the proposed use, any potential conflict with other uses of the property, liability concerns, and any concerns related to safety and security of students, school personnel, school property, or the other persons. Generally, a request to use facilities will be handled to benefit Pea Ridge School District students on a first come, first serve basis. Any person or organization that has a facility use request rejected has the right to a appeal to the Superintendent of Schools or his or her designee within five (5) business days. A written response will be issued within (8) business days of the appeal.

### Identified Groups

**Group I :** School related groups, such as PTO, booster clubs and authorized district and community programs.

**Group II:** Organized district-based, non -profit groups... example Lion's Club, Optimist Club

**Group III:** Commercial, for profit organizations and individuals (High School Use Only).

1. An approved staff member must be present whenever a building is in use.
2. The athletic director will approve or deny all athletic facility requests.
3. Groups are responsible for their own set-up and clean-up under the supervision of the school staff member on duty. Groups must leave school buildings in suitable condition for the operation of the school program.

4. Any group or organization using the school facilities shall designate one member of its group to be in charge of and responsible for the program or activity. This person shall be the contact person and responsible for application.
5. It will be the responsibility of the applicant to see that all persons have vacated the school buildings and grounds promptly at the time specified on the permit.
6. Building rental or use does not include equipment unless requested and approved on the application. When this occurs additional charges may apply. (Audio/Visual Equipment, batting cages, floor mats, risers, etc....)
7. Any exceptions to these guidelines may be made only through a review committee consisting of the Principal, Superintendent, and maintenance supervisor.

A. Any individuals that are reserving any school facilities will reserve the facility by completing this form and returning it to the Superintendent's office at least two weeks prior to the event. All scheduled events have a (90 minute maximum practice or performance time). Facilities can **only** be requested and granted for 30 days (one month) excluding YCB and PWFB. In climate weather or emergency request may be granted by contacting staff member and building administrator.

B. Only extracurricular activities that directly involve or directly benefit a group featuring a majority of Pea Ridge Public Schools may be permitted with written approval of the superintendent.

C. School events have priority over all outside activities, and in season events have priority over off season.

D. All groups using school facilities will be responsible for the cost of cleaning the facility and for any damage or repair incurred as a result of their usage. \$50 cleaning fee or hourly rate of usage will be charged.

E. An employee of the district must be present each time a school facility is used.

F. NO alcohol, tobacco, or controlled substances may be carried, consumed, or served on school property. No person may attend any activity while under the influence of alcohol or controlled substance.

G. No food or drink will be allowed in the gym or multi-purpose facility without approved floor covering at any time.

H. A food service employee must be present when kitchen facilities are used. These requests will be approved by the building principal.

I. If any additional security is required for the event, the rate of compensation will be \$25 per hour paid by the entity.

J. Any event beginning before 6 pm must have Athletic Director approval (and/or campus Principal where applicable).

**H. Any group or individual using school facilities without written or emergency approval will not be approved for future use and may be charged with trespassing.**

**Facility Checklist**

- \_\_\_\_ 1. All doors have been locked.
- \_\_\_\_ 2. All lights have been turned off.
- \_\_\_\_ 3. The facility has been cleaned and trash removed.
- \_\_\_\_ 4. All equipment has been turned off and stored.
- \_\_\_\_ 5 All food and drink has been removed from facility.
- \_\_\_\_ 6. Alarm system

**Pea Ridge School Facilities**

- |                         |                               |                               |
|-------------------------|-------------------------------|-------------------------------|
| Intermediate Gym _____  | High School Cafeteria _____   | Football Practice Field _____ |
| High School Gym _____   | Middle School Cafeteria _____ | Intermediate Cafeteria _____  |
| Middle School Gym _____ | Safe Shelter _____            | Primary Cafeteria _____       |
| Multi-Purpose _____     |                               |                               |
| Primary Gym _____       |                               |                               |

**Equality of Opportunity for Students**

It is the position of the Office of Public Instruction that all personnel should demonstrate respect for the dignity of all students. All individual students should be given equal access to educational opportunity and OPI programs and services regardless of gender, race, national origin, age, marital status, religion, sexual orientation, disability, political ideas or social condition or other artificial barrier which causes opportunity limiting discrimination.

Students who believe they have been discriminated against in their school settings should contact their school's administration or Title IX Coordinator. If discrimination is alleged to have occurred in the provision or access to the services of OPI or its representatives, contact the OPI Human Resources Manager/EEO Officer/Title IX Coordinator.