

Section 5. USE OF DISTRICT PROPERTY.

DISTRICT PROPERTY

The legal use of school property includes both regular school use and approved community sponsored activities and events. Since all public school property belongs to the general public, it is the Board's position that property should be utilized by community groups and organizations to the fullest extent possible when it is not in use for regular school purposes. ~~User fees established by the Board of Trustees are structured primarily to reimburse the school district for costs. After initial contact is made at the building level, responsibility for contractual arrangements is delegated by the Board of Trustees to the Support Operations Division.~~

The District does not endorse the viewpoints, programs, or positions of any outside group granted the use of its property under this policy.

The District retains the right to restrict or withhold the use of its property from any outside group when to restrict or withhold such use would promote or protect the educational program of the District or its property.

~~The District reserves the right to deny use of any property/facilities on scheduled school holidays.~~

~~ANIMALS ON DISTRICT PROPERTY~~

~~LSCD#1 administrators have the discretion to approve and allow animals on district property for the following reasons:~~

- ~~1. Curriculum based educational benefit~~
- ~~2. Service animal as defined by the Americans with Disabilities Act~~
- ~~3. Recognized therapy method program~~
- ~~4. Law enforcement~~

AVAILABILITY OF DISTRICT FACILITIES

The use of District facilities for district-sanctioned activities and events will take priority over all outside use. Outside use of district facilities may be cancelled by the District if the facility is needed for district-sanctioned activities and events.

District facilities may be available for use to outside entities during regular business hours. Business hours during the school year (as outlined on the Board approved district calendar) are defined as before and after school, Monday through Friday between the hours of 6:00 a.m. and 8:00 p.m. Business hours during the summer break are defined as Monday through Friday between 6:00 a.m. and 3:00 p.m.. District facilities may also be available for outside use on Saturdays, between the hours of 6:00 a.m. and 3:00 p.m.

District facilities will not be available for use on District Holidays (as indicated on the Custodial Employee Unit Calendar), or on Sundays, absent an exception granted by the

Superintendent. Outside entities may only be granted one exception to use district facilities that would otherwise be unavailable per calendar year. Due to routine maintenance and cleaning and availability of staff, there will be no outside use of District facilities during the month of August.

School property is not available for permanent or extended use except through reciprocal use agreements with governmental agencies or extended use contracts approved by the Superintendent or designee.

PROHIBITED USE OF DISTRICT FACILITIES

~~The use of District facilities for educational purposes shall have priority.~~ Activities that constitute a public nuisance, advance a doctrine or theory advocating the overthrow of the United States Government or its political subdivisions, or advocate the destruction of public or private property shall not be permitted to use District properties.

INSURANCE REQUIREMENTS

~~When deemed necessary, the user of~~ The District carries insurance for protection of the District and will not provide insurance protection for the outside facility user. The District shall not be responsible for injury to any person or property in attendance at any function held on District property. The user agrees to indemnify and hold the District harmless from any claims for personal injury, death, property damage, discrimination, defamation, or any other claim resulting from the use of District property. Outside entities using district facilities may will be required to furnish liability insurance and/or a bond or cash deposit.

Any outside facility user under this policy agrees to hold the District, the Board, the Superintendent and agents, officers, and employees of the District harmless from any claims for loss, damage, liability, injury, or death arising from the use of the facilities, including, but not limited to, claims contesting the use of the facility by that individual, organization or entity. Any individual, organization, or entity using school facilities under policy agrees to defend and indemnify the District from any such claims for loss, damage, liability, injury, or death arising from the use of the facilities.

FEES FOR USE OF DISTRICT FACILITIES

~~Use of facilities by organizations other than school-sponsored activities may will be billed for costs. The established rates are as listed on the Fee Schedule for Property Use,~~ developed by the Superintendent and approved by the Board. In order to maintain the safety and security of District facilities, a District staff-member, designated by the Superintendent, must be present whenever the facility is being utilized by an outside entity. During the regular business hours of the District, no personnel fee will be charged. Use of

the District's facility outside of regular business hours will incur an hourly personnel fee to cover the cost of staffing.

EXPECTATIONS FOR OUTSIDE ENTITIES

In order to ensure orderly processing, all requests for use of District facilities must be made through the District's facility request system, accessed through the District's website. All other requests will not be considered until submitted through the approved system. Requests should be made at least ten (10) days, and up to ninety (90) days, in advance of the requested use. A request made for facility use outside of these time frames must be approved by the Superintendent, or designee. Billing will be made by the District's business office. Accounts more than thirty (30) days past due will not be allowed to schedule any future facility use until the account is paid in full.

The Superintendent or designee is delegated the authority to develop administrative regulations regarding the use of District facilities to ensure the safety, security, proper care, and supervision of buildings and occupants. Administrative regulations will include reasonable limits on the number of days and number of hours any outside entity may use district facilities to ensure fairness of access as well as to minimize any negative impact on District staff and facilities due to the increased use of facilities. All groups granted permission to use any District property shall adhere to all District policies and administrative regulations. Failure to do so may result in revoking the privilege to use district facilities. ~~and Administrative Regulation – General Rules Governing Use of District Property.~~

USE OF DISTRICT VEHICLES

District buses and other vehicles shall be used only for purposes organized and sponsored by the District, unless an exception to a governmental organization operating within the boundaries of Laramie County School District Number One is granted by the Board of Trustees.

Each governmental organization granted an exception shall be responsible for providing the following:

1. Proof of general liability insurance.
2. Qualified driver, if applicable.
3. Start and stop times.

User fees for vehicles are to reimburse the District for costs. This established rate shall comply with state regulations and at all times be at least on a break-even basis.

Governmental agencies using District vehicles shall complete the appropriate form and provide proof of insurance before permission shall be granted.

USE OF DISTRICT EQUIPMENT, TOOLS, OR MATERIALS

The instructional needs of the District shall be accorded top priority in the use of District tools, equipment, and materials.

The use of equipment, tools, and materials for purposes other than meeting the instructional needs of the District shall be restricted as follows:

1. Requests from District employees for personal use or personnel of commercial / profit-making organizations shall be denied.
2. ~~Requests from personnel or nonprofit-making organizations shall be considered if:~~
 - a. ~~The equipment, tools, or materials are available without restricting instruction;~~
 - b. ~~The use of the equipment, tools, or materials is in the best interests of the community;~~
 - c. ~~The equipment, tools, or materials is to be returned within the specified time agreed upon and in the same condition as when it was loaned;~~
 - d. ~~The loaning of the equipment, tools, or materials does not cause undue hardship on District operations.~~
 - e. ~~Check out approval slip is obtained from the individual or organization certifying and guaranteeing replacement if stolen, lost, or damaged during use.~~
3. Audiovisual materials and microcomputer software shall not be loaned to non-District employees ~~and shall only be loaned to District employees when it is an extension of the educational mission.~~

ANIMALS ON DISTRICT PROPERTY

LSCD#1 administrators have the discretion to approve and allow animals on district property for the following reasons:

1. Curriculum based educational benefit
2. ~~Service animal as defined by the Americans with Disabilities Act~~
3. Recognized therapy method program
4. Law enforcement

Service animals, as defined by the Americans with Disabilities Act, are welcome on District property in accordance with Federal and State law.

Cross Reference - Chapter V, Section 9, Maintenance and Control of District Equipment and Materials.

Adopted 6/11/84

Revised 9/14/87, 7/1/95

Revised 1/8/96

Revised 7/13/98, 6/7/10

Revised 6/6/16