

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

PUBLIC USE	<p>The Board permits public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy.</p>
GENERAL CONDITIONS	<p>District school buildings, grounds, and equipment shall be financed and maintained for the sole purpose of promoting the education of the enrolled students of the District.</p> <p>The District shall rent certain of its facilities only to educational, religious, civic organizations, and to such profit-making organizations as approved by the Board, for entertainment, recreation, self-improvement, or community improvement, when such rental does not interfere or conflict with any school activity. Rental of classrooms shall not be permitted, except for organized college classes, unless approved by the Board or its designee. No school facility shall be used by any group or individual who is not in compliance with the requirements of all applicable federal or state statutes, regulations and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age, or other classification. Use of school facilities shall not be allowed for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the state of Texas or of the United States.</p> <p>All organizations shall be headquartered within the boundaries of the District and at least 60 percent of the organization's membership shall reside in the District. Unless approved by the Board, organizations may be required to submit an official roster of members.</p> <p>Facilities shall not be made available to any group whose purpose is to make a profit or any individual for private use except as approved by the Board.</p>
APPROVAL OF USE	<p>The principal is authorized to approve use of facilities on his or her campus. The Superintendent is authorized to approve use of other District facilities. Written application to the appropriate administrator shall be made at least ten days in advance.</p> <p>Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.</p> <p>[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]</p>
PRIORITIES	<p>Priorities for scheduling the use of school facilities shall be as follows:</p>

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1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE].
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations [see DGA].
5. Meetings and activities of other groups on a first-come, first-served basis.

USE OF SCHOOL  
BUILDINGS BY  
CHURCHES

Facilities shall not be rented on Sundays by any organization other than an established religious group for church services without Board approval.

Churches that rent on a regular basis are required to own, or be in the process of buying property in the District before renewal of an agreement. The rental agreement between the District and the church shall be reviewed annually prior to a renewal of a rental contract. Rental rates may be increased by the Board for one or all categories of general facility use. The renting of school facilities shall not be continued for more than two years unless approved by the Board.

RENTAL AGREEMENT  
AND LIABILITY  
INSURANCE

The user may be required to sign a rental agreement and furnish evidence of liability insurance coverage from a carrier, accepted by the District, for the event(s).

Any organization using school facilities may be required to provide an original certificate of insurance, with the District named as the certificate holder and insured, indicating the amount as required by the District.

The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District and which have all or part of their membership locally, subject to approval by the Superintendent or designee (for example, booster clubs, parent/teacher, or administrator organizations).

FEES FOR USE

Except for school-sponsored groups and school support groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. The Superintendent shall publish a schedule of fees for the use of facilities.

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Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies.

GENERAL RULES AND  
REGULATIONS

General rules and regulations for the use of facilities shall be as follows:

1. Organizations using school facilities shall conduct their business in an orderly manner.
2. School facilities may not be rented past 10:30 p.m.
3. Contracts shall not be issued more than 30 days prior to the date of the rental. Permission to rent school facilities shall be issued by the Superintendent's designee and contracts shall be nontransferable.
4. The District may require a custodian or another District employee to be on duty throughout the time the building or facility is in use. This person shall be responsible for opening and closing the building or facility. The custodian or other employee shall be paid only by the District. The organization using the building shall pay no honorarium and shall not tip the custodian or other employee.
5. The organization renting school facilities shall guarantee orderly behavior of any and all persons using the facilities and shall be liable for any property damage due to their use of the building and for any personal injury to any participant or spectator.
6. The District may impose an additional charge for moving equipment or setting up chairs.
7. The lessee shall not alter facilities or grounds of the District without the approval of the director of facilities.
8. All advertising (except that incidental to programs) and sale of merchandise, printed matter, and other materials, shall be forbidden on public school premises.
9. Food and drinks may be served only in the cafeteria upon proper approval. Nonschool organizations shall pay the scheduled fee for use of cafeteria space.
10. Abide by laws and policies prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.

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11. A written contract properly executed and total payment for all charges shall be executed seven days prior to the date of use. The contract form shall be supplied by the Superintendent's designee.
12. Inaccurate or untruthful statements made in rental applications or contracts, or violation of rules and regulations for use of school facilities, may place the organization on an ineligible list for future use of school facilities.
13. Any exception to the terms of this contract, or the contract rules and regulations, shall be approved by the Board or its designee.
14. District elementary facilities/buildings used for youth sports shall be scheduled by an authorized representative of the city or sports organization. Coaches for individual teams are not allowed to reserve District facilities/buildings.
15. Special provisions may be made for city-sponsored activities with Board approval.
16. The District shall have first priority on facility use and may cancel any agreement on any facility when deemed necessary to carry on the program of the school by giving notice 24 hours prior to the event.
17. It shall be unlawful for any person to operate or drive a motor vehicle in and upon all school ground facilities within the District, except on paved roadways and parking areas specifically designed for motor vehicle traffic. The provisions of this policy shall not apply to school-owned maintenance vehicles.
18. District gyms shall not be used for outdoor sports or indoor soccer by any group or organizations.
19. Organizations using school facilities shall make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

EMERGENCIES OR  
DISASTERS

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

RELEASE OF LIABILITY

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

DISTRIBUTION OF  
NONSCHOOL  
LITERATURE

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distri-

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buted by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

PRIOR REVIEW

All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted to the Superintendent or designee for review.
2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
3. Using the standards below at LIMITATIONS ON CONTENT the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate Level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

LIMITATIONS ON  
CONTENT

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.

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2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]