

# Regulations Governing Use of School Buildings and Grounds

KG-R

## I General Policies

- A. The use of school buildings or grounds shall be approved by the Assistant Superintendent-Business. Application forms can be secured from the Board of Education office at 8701 Holmes Road, Kansas City, Missouri, 64131 or the District Schools. Fees shall be determined in accordance with established schedules. No fees shall be charged to any school related organization group approved by the Board of Education. The Board of Education shall have final authority in interpreting board policy and settling disputes regarding eligibility of non-school groups use of district facilities.
- B. Approved for use of school facilities for other than school purposes shall be given only for activities of such character, type or nature that:
1. Will not interfere or conflict with regular school programs.
  2. Involve no expense to the Board of Education not contemplated in the budget.
  3. Will not be harmful to the facility in any way.
  4. Does not advocate any doctrine or theory subversive to the laws or Constitution of the State of Missouri.
  5. Does not advocate social or political change by violence or overthrow of our state or federal government.
  6. Does not discriminate as to its membership or to those who may participate because of race, religion, sex, or age.
  7. Are sponsored by groups who give sufficient evidence to indicate that proper supervision will be supplied.
  8. Are not of a commercial nature unless specifically approved by the Board of Education.
  9. Are not of a highly controversial character.

## II Permits

- A. All requests for use of school facilities must be in writing on forms provided. Requests must be made through the Assistant Superintendent-Business at least 48 hours prior to the time of requested use.
- B. No permits will be issued by telephone.
- C. In the event of a change in the school schedule the school shall have first priority on the use of the school facilities and any agreement made will be contingent on the needs of the school program and such agreement may be terminated or altered at any time by the school district.
- D. The permit is only for the date (dates) specified and for the purpose named in the permit.
- E. A permit is not transferable.

## III Responsibility and Supervision

- A. No building may be used unless a certified school supervisor(s) and/or a school custodian are present. The amount of such supervision shall be determined by the school principal. The supervisor(s) and the school custodian are to be employees of the school district who are designated for that purpose.
- B. Each group and/or organization must be accompanied by at least one adult (21 years of age or older) who has been placed in charge and who is responsible for the actions of the group. The group's adult-in-charge will be required to arrive prior to the gathering of persons and will remain until all persons leave and the condition of the facility are properly checked.

- C. The organization shall agree to pay for all damage or loss to property beyond ordinary wear. In the event of damage to school property, all costs must be paid by the organization before any further permits will be approved or honored.
- D. The school district does not assume any liability due to accidents either by participants or other persons during the time of organization use. Evidence of liability coverage must be on file prior to use of the building.

## IV Limitation:

- A. Use of school facilities shall be restricted to responsible organizations who have members or serve members who are residents of the school district.
- B. All groups will be expected to conform to fire regulations. There will be no smoking in school buildings and use of alcoholic beverages, illegal drugs, profane language, or gambling on school premises is prohibited.
- C. No food, drink or vending machines shall be allowed on school property unless prior approval has been given at the time the permit is granted.
- D. Building use will be restricted to the hours between school dismissal and 11:00 p.m., Monday through Friday, and 6:00 a.m. to 11:00 p.m. on Saturday. No Sunday use will be Permitted. Any change in the foregoing hours must have prior approval by the Assistant Superintendent-Business.
- E. Buildings will be closed on all school holidays as specified in the annual school calendar.
- F. When the Superintendent of Schools has declared the "schools closed" because of inclement weather, the building will be closed.
- G. Use of school equipment shall not be granted unless approval is received from the building principal and such equipment is properly supervised by an employee of the district.
- H. When school kitchens are used, a cafeteria employee shall be appointed to supervise the use of equipment. Organizations desiring to serve meals must receive permission.
- L. No apparatus or equipment shall be brought into the school buildings except upon written permission of the Assistant Superintendent-Business.

## V Charges and Fees

- A. A rate table showing charges for both facilities and personnel will be developed and reviewed periodically.
- B. Fees for the use of facilities and chargers for personnel and any additional charges will be billed following the event. Charges and fees will be made payable to Center School District No. 58 and will be remitted to the Assistant Superintendent-Business. 8701 Holmes Road, Kansas City, Missouri, 64131.
- C. The administration reserves the right to alter the established fee should the situation, in its judgment, warrant such action.
- D. School groups will not be subject to paying the established fee except for fund raising activities for the benefit of the organization and when such funds are not used for school instructional or co-curricular programs. However, school groups will be subject to additional custodial or supervisor costs incurred.