

KG Use of School Facilities by Community Groups (See DFG and JH) KG

The board may allow use of school buildings and school grounds by community groups {outside the school day}. Use of any school facility or school grounds, however, shall not interfere with daily school use 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 and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee {shall may be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved: June 2013

KGA Use of District Personal Property and Equipment

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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 or requirement for the purchase of insurance 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/____) and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

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 _____}.

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KG-R Use of School Facilities and Equipment

KG-R

The superintendent may establish a deposit fee for the use of school equipment that is to be removed from the school grounds. The deposit will be paid to the building principal and will be refunded when the equipment is returned and is in working order.

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