

## **USE OF TECHNOLOGY CENTER FACILITIES**

### **Standards for Use of School Facilities**

The technology center will permit the use of school facilities by educational, political, literary, cultural, religious, scientific, civic, or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives that are similar to the goals of this district.

### **Procedures for Use of School Facilities**

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the technology center reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

### **Permitted Use**

Permission for use of school facilities belonging to this district may be granted to educational, political, literary, cultural, religious, scientific, civic, or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the district and to the programs of the district; and
2. Do not result in an increased monetary burden on the citizens of the district.

### **Priority Use**

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

## **Prohibited Use**

School facilities will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community, or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
3. Any activity that may be destructive or injurious to the buildings, grounds, or equipment; or
4. Any purpose in conflict with school objectives.

## **Responsibility of Applicant**

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the technology center for any theft, loss, or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss, or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen, and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Canadian Valley Technology School District No. 6 of Canadian County, Oklahoma, as an additional named insured.

## **Time Limits**

The superintendent of schools shall approve times for all meetings on school property.

## **Cancellations**

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the

superintendent if conduct or infraction of regulations warrant.

### **Holidays**

As a general rule school property will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

### **Non-School Days**

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use does not conflict with the use of the facilities by school organizations or students.

### **Charges**

Charges made for the use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change or may be waived as the superintendent may deem necessary.

### **Building Use Without Charge**

School and community organizations such as student organizations, school employee groups, and educational organizations, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings. Other groups may present information to the superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations that qualify for the use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, and for weekday meetings that extend beyond 10:00 p.m.

### **Custodial Care**

A school custodian or other staff are assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities, and serve as the official representative of the technology center. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting, the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

## **Security**

Uniformed officers must be on duty when so directed by the superintendent. **Alcohol, Drugs,**

## **Tobacco and Dangerous Weapons**

The use or possession of alcoholic beverages, low-point beer, or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with technology center policy concerning the use of tobacco. Dangerous weapons are prohibited on school property. Individuals must comply with state and federal laws applicable to the possession and storage of a firearm, machete, blackjack, loaded cane, hand chains, and metal knuckles on school property. Firearms, machetes, blackjacks, loaded canes, hand chains, and metal knuckles are restricted to the school parking lot and must not be brought onto any other school property or into school buildings, offices, or other structures, absent the written consent of the school's superintendent.

## **Apparatus and Equipment**

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos, and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved, and controlled only by persons specifically designated by the superintendent.

Classroom apparatus, such as shop, science, physical education, homemaking, music, business education, art laboratory, data processing equipment, and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

## **Cafeterias**

Use of cafeterias will be granted with or without the use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event that will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation, and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

## **Parking Lots**

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings.

## **Church Services**

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

**Concessions**

Concession rights at all school facilities are reserved for this technology center. These may be assigned to school organizations upon request or may be contracted by outside vendors.

**Interpretation of the Policy and Procedures**

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless one board member directs that the issue be brought to the board of education for review.

Reference: OKLA. STAT. tit. 21 § 1277