

**Community Use of School Facilities**

**PRIMARY PURPOSE**

School facilities are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational and cultural needs by effective utilization of school facilities.

**PRIORITY FOR USE OF SCHOOL FACILITIES**

<b>Priority</b>	<b>Examples of Groups</b>	<b>Approval</b>	<b>Scheduling</b>	<b>Fees Charged</b>	<b>Proof of Liability Insurance</b>
I - School Groups	<p>Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts.</p> <p>Interscholastic activities including athletic teams, speech and debate, band competition and academic competition.</p> <p>Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council.</p>	Principal/ designee	Principal/ designee	None	None required
II - School-Related Groups	<p>Parent-Teacher Association/ Organization</p> <p>Booster Groups - academic, athletic and band</p> <p>Adult agriculture groups</p>	Superintendent/ designee	Principal/ designee	Custodial fees, cafeteria staff fees, technical support fees as designated in agreement for use of district property.	<p>For activities designated by the Superintendent/designee</p> <p>NOTE: All external support/booster organizations are required to operate under the guidelines of Red Book procedures for Kentucky School Activity Funds and provide proof of insurance with limits established by the Warren County Board of Education.</p>

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**PRIORITY FOR USE OF SCHOOL FACILITIES (CONTINUED)**

<b>Priority</b>	<b>Examples of Groups</b>	<b>Approval</b>	<b>Scheduling</b>	<b>Fees Charged</b>	<b>Proof of Liability Insurance</b>
III – Non School Affiliated Groups	Adult/Community Education programs Bowling Green Parks and Recreation 4-H Clubs Scout Groups Warren County Parks and Recreation State and Local Government Agencies	Superintendent/ designee	Principal/designee	Custodial fees, cafeteria staff fees, technical support fees as designated in agreement for use of district property.	Proof of Liability Insurance with limits as established by the Warren County Board of Education.
IV - Community Interest Groups	Civic clubs Club/Travel Sports Teams Industrial groups Church groups Homemakers Historical Society	Board	Superintendent/ designee	Rental fees, custodial fees, cafeteria staff fees, technical support fees as designated in agreement for use of district property.	For activities designated by the Superintendent/designee  Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.
V - Meetings of General Public	General meetings of various community groups including, but not limited to, political parties.	Board	Superintendent/ designee	Rental fees, custodial fees, cafeteria staff fees, technical support fees as designated in agreement for use of district property.	For activities designated by the Superintendent/designee  Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.

**Community Use of School Facilities**

**FOOD SERVICE**

Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee.

**TECHNICAL SUPPORT**

Eligible groups who request technical support will be required to pay fee for technician.

**PUBLIC ELECTIONS**

School facilities may be used for public elections without charge.

**SPECIAL/EMERGENCY USE**

Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

Review/Revised:4/16/2015