

## **Community and Recreational Use of School Facilities Wrightstown Community School District Board of Education**

The Board of Education values the investment the community has in its school buildings and facilities. The Board recognizes the need for constituents residing within the boundaries of the school district to use school sites and facilities for educational, recreational, and cultural activities. The primary focus of community use shall be reserved for their primary purpose of supporting the educational programs of the youth in the District. Facilities should be made available for community purposes for the benefit of district students and citizens of the Wrightstown Community School District according to the provisions of this policy, established procedures, and state laws. The Board will balance community use of District facilities with the responsibility for protection, operations, maintenance, and administration of all District properties.

School facilities may be used by local organizations, and state, county and local governmental agencies as outlined. The Board of Education retains the right to deny use of school facilities and shall be the final authority in all cases. Organizations using school facilities must complete and submit a recreational use permit form prior to use of the facilities.

### **POLICY RULES AND REGULATIONS**

1. Each organization contracting to use district facilities will be held responsible for proper care of equipment and buildings and for the proper conduct of spectators and/or participants. If necessary, safety officers must be secured by the sponsoring organization. Users must be responsible adults (18 or over and not a student) and must submit a signed recreational use building permit form ten days in advance of facility use. Permission to use school facilities must be granted by the building principal or district designee. District facilities shall not be available for free use or rent by individuals.
2. A custodian or authorized person must be present at all times while people are present in the building. This person shall be responsible for general care of the building, site supervision, opening, closing, lighting, and supervising the set-up of requested equipment (operating bleachers, folding partitions, basketball backstops, etc.) Kitchen staff may be required as determined by the building principal or district designee. Arrangements for use of district equipment (chairs, tables, televisions, sports equipment), the moving of any such equipment or rental of additional equipment must be arranged with the building principal or district designee prior to use.
3. The organization using the facilities will assume liability for damage or loss of property that may accrue. The organization will hold the Wrightstown Community School District harmless from claims arising out of using the school buildings or grounds, from the function being sponsored, on the specified date or dates. The organization will be required to furnish a bond or certificate of insurance to indemnify the school district against any and all suits for injury or loss sustained by attendance at the function.
4. School facilities are generally not available for community use during regular scheduled school hours or when otherwise in use for school activities. The Superintendent may make school facilities available for community use during regularly scheduled hours or when otherwise in use for school activities provided such community use does not unduly interfere with or disrupt regular instruction, extracurricular activities or any other scheduled school activity.
5. Use and/or possession, and/or sale of intoxicants and other drugs including smoking are prohibited at any time.

### **BUILDING USE DEFINITIONS**

#### **NON-COMMERCIAL ORGANIZATIONS**

1. Local, in-district, non-profit organizations, non-commercial in nature and closely related to the school, where free admissions or where only a nominal cost defraying expense is charged and the activity is open to the public shall be exempt from rental fees and service charges.
  - In-District means the organization only includes participation from students who reside within the school district or attend Wrightstown Schools
2. Non-commercial organizations from outside the district will be charged a nominal fee as outlined on the recreational use agreement.
  - Outside the district means the organization includes and/or allows participation from students who reside outside the school district but up to 50% of participants must be district residents.

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**COMMERCIAL ORGANIZATIONS/OUTSIDE OF DISTRICT ORGANIZATIONS**

3. Approved activities of local business and industry or local organizations and/or persons whose purpose is primarily for individual or financial gain where profit is intended and admission is charged, they will be assessed a fee per schedule on the building user permit.

**ORGANIZATIONS NOT COVERED BY POLICIES**

4. All activities and organizations not covered by these policies/rules shall be required to obtain district office approval before permission is granted by the principals or district designee.

Adopted: 12/17/03  
Reviewed: 6/16/2010  
Revised: 6/16/2010  
Revised: 2/19/2014  
Revised: 6/15/2015