

BOARD POLICIES	<b>USE OF SCHOOL FACILITIES (BP-4018)</b> METRO TECHNOLOGY CENTERS	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

Metro Tech will permit 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 which are similar to the goals of this district.

Procedures for Use of School Facilities

All organizations/persons desiring to use school facilities must make application in writing to the superintendent or designee's office. Such requirement may be satisfied by the execution of a Conference Services Department contract.

If the organization/person's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, Metro Tech 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 district and to the programs of the district; and
2. Do not result in an increased monetary burden on the district.

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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, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability;
3. Any activity that may be destructive or injurious to the buildings, grounds or equipment;  
or
4. Any purpose in conflict with the school mission.

Payment in Advance

All payments for the use of school facilities must be received in the business office at least 72 hours in advance of the meeting time unless prior arrangements are made. If additional arrangements are approved, a deposit may be required.

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 or designee.

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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 or designee 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 or designee in the form of a certificate of insurance, showing Metro Technology Centers of Oklahoma County, Oklahoma, as an additional named insured.

Time Limits

The superintendent or designee 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 or designee if conduct or infraction of regulations warrant.

Holidays

As a general rule school properties 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 or designee 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 or designee and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for 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, security, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary.

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Building Use Without Charge

School 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. Any such fee waivers must have prior approval of the superintendent or designee.

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 or designee.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, as well as for weekday meetings which extend beyond 9:30 p.m. on Monday-Thursday and 5:30 p.m. on Friday and for use of facilities and for fund-raising activity meetings.

Meeting Room/Custodial Care

A school custodian/meeting room attendant is assigned for continuous duty during the time the group will be using the school facility. The custodian/meeting room attendant will arrange the requested facilities and serve as the official representative of the technology center. No one except the qualified custodian/meeting room attendant will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian/meeting room attendant will clean, properly arrange the facilities and carefully inspect the premises. For situations in which the meeting does not materialize and has not been previously canceled, the custodian/meeting room attendant 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 notify security to lock the building, as appropriate.

Custodian/meeting room attendants are instructed not to open any rooms or 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 Officers

Uniformed security officers must be on duty when so directed by the superintendent or designee and are responsible for opening and locking buildings.

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 district policy concerning the use of tobacco. Dangerous weapons

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are prohibited on school property. Individuals with a valid concealed handgun license must comply with applicable state and federal laws applicable to possession and storage of handguns on school property. Handguns are restricted to a vehicle in the school's 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 or designee.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, 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.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias/Food Service

No outside food may be brought onto the premises. Use of cafeterias will be granted without use of kitchen facilities unless prior approval is received from the superintendent or designee and the cafeteria kitchen manager. If approval is granted, 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 which will use the cafeteria kitchen equipment, 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.

In all situations, applicant will be responsible for payment of costs associated with preparation and serving of food and refreshments.

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.

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### Use of School Buses

School buses may be used as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

### Use of School Grounds and Recreational Facilities

School grounds may be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School grounds may be used by organized athletic leagues when not in conflict with technology center programs, upon approval of application to use such facilities;
2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge; and
3. No automobiles, motor scooters, motor bikes or other such licensed vehicles are to be driven on technology center lawns.

### Use of School Buildings in Times of Emergency

At times when the district's facilities are already open, school buildings will be available to community members for shelter in the event of severe weather. Any individual wishing to seek shelter during an emergency weather situation must report to security or the building receptionist.

### 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. Said religious groups will pay normal facility use charges for use of facilities.

### 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.

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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 requests that the issue be brought to the board of education for review.

**2.0 CROSS REFERENCE:** BP-4017

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
04-Jun-13	A	Adopted

**\*\*\* End of Policy \*\*\***