



ADMINISTRATIVE GUIDELINES FOR USE OF SCHOOL FACILITIES

The Board of Education directs that the school facilities of this District shall be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or group of citizens and has been approved by the Superintendent, or his/her designee.

District facilities shall be available for the below listed users. When there are competing interests for the use of facilities, approval will be given according to priorities as listed below:

- A. Use is directly related to the schools and the operation of the schools
- B. Uses for groups indirectly related to the school
- C. Meeting of the employee organization
- D. Departments or agencies of the municipal, county or state governments
- E. Community organizations formed for charitable, civic, social or educational purposes and/or commercial or profit –making organizations or individuals offering services for profit.

The use of District grounds and facilities shall not be granted for any purpose, which is prohibited by law.

The primary intent of school facilities is to provide a quality environment for regular curricular and extracurricular educational programs. The general intent of the Saugatuck Public Schools is to provide for fair and reasonable community use of its facilities.

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by the District.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperone coverage.
- D. The district reserves the right to request payment of estimated fees in advance
- E. In no case will those who have been granted permits assign, transfer, sublet or charge a fee to others for the use of school property.

No liability shall attach to this District, any employee officer or member of this District specifically as a consequence of permitting access to these facilities.