

7.10—PUBLIC USE OF SCHOOL BUILDINGS

It is the policy of the Board that District school buildings and outdoor spaces may be used by citizens of the District to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work and proper protection is afforded the district against the potential costs of such use. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities.

The District shall establish a fee schedule for the school facilities the District intends to make available for public use. The fee schedule shall be individualized for each school facility and shall be based on a formula that allows the District to reclaim the actual costs incurred by the District from the use of the facility.

School facilities that do not appear on the District's fee schedule shall not be available to the public.

The District shall also require **any** non-school related group using a district facility to provide proof of having purchased sufficient active and current general liability insurance to cover the damage to, or the cost to entirely replace the structure(s) and furnishing(s), if necessary due to the loss of, or damage to, District property.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120 or the individual has a valid conceal carry license and leaves the concealed handgun in the individual's locked vehicle.

Outside organizations who use outdoor spaces shall be responsible for providing any necessary portable toilets. Bathrooms in school buildings will only be available to organizations using outdoor spaces if the organization agrees to pay for the use of the necessary, segregatable and able to be made secure portion of the building in addition to the outside space. If the portion of the building containing restrooms cannot be segregated and/or made secure, both the outdoor and indoor space must be rented and insured against loss or accident.

Legal References: A.C.A. § 5-73-119
 A.C.A. § 5-73-120
 A.C.A. § 6-10-130
 A.C.A. § 6-21-101
 Arkansas Constitution Article 14, § 2

Date Adopted: August 24, 2017

Last Revised:

7.10A—PUBLIC USE OF SCHOOL BUILDINGS—GENERAL RULES

1. All rental requests are subject to availability.
2. A written rental agreement is required of any event with the relevant LRSD department (i.e. Athletics, Fine Arts, Building Administrator. The agreement can only be executed by the qualified representative of the organization or group.
3. LRSD facilities will not be rented to individuals directly, but only to organized groups or organizations who can and will be responsible for proper supervision and for adequate protection of school property.
4. If the responsible person for the organization is also an LRSD employee, then there must be an additional LRSD employee must be assigned to monitor the facility while it is being used.
5. A 50% Deposit of the estimated fee pursuant to the fee schedule.
6. No student or adult groups rentals are available in a facility unless there is a custodian or other school personnel present. Only school personnel are authorized to possess a key to open any facility.
7. If concessions are to be sold, the parties shall specifically state in the agreement where any profits should be submitted (school bookkeep, organization, etc.)
8. Use of facilities outside the normal duty hours and when custodial personnel are not present requires the organization using the facility to employ a custodian or other district personnel to open, close and secure the building, and to perform other duties as needed.
9. Any group renting a facility must be accompanied by at least one adult who is responsible for the actions of the group/organization. That individual should be present before and after the event.
10. Any damage to facilities shall be repaired and all costs paid by sponsoring organization.
11. Use of an LRSD facility may occur only in the agreed upon area of the building. Access to the entire building is not permitted.
12. Kitchen and specialized equipment are normally not available for rent unless special arrangements are made at the time the written agreement is initiated at the district office and the agreement is approved by the LRSD Child Nutrition Director.