

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

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PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful educational programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the community understanding and participating in the efforts, goals, problems and programs of the school district.

In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the community of the school district's goals, objectives, achievements, and needs;
- Invite the advice and counsel of the community; and
- Encourage cooperation and participation between the school district and the community as well as with agencies and organizations to best serve the welfare of its students.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 09-15-2014

SCHOOL BOARD AND COMMUNITY RELATIONS

The board recognizes the need for a communications program to provide effective two-way communications between the school district and the community. The school district's communications program shall strive to meet the following goals.

- To keep the citizens and school district personnel informed through a regular flow of information about the school district and its programs;
- To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community; and
- To assess public knowledge, attitudes and concerns on a regular basis.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with school district personnel and the community. The superintendent shall make a recommendation to the board annually for changes in the communications program.

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PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administrative offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records shall contact the superintendent and make arrangements for the viewing. The superintendent will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the school district employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

It shall be the responsibility of the superintendent to maintain accurate and current records of the school district. It shall be the responsibility of the superintendent to respond in a timely manner to requests for viewing and receiving public information of the school district.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 09-15-2014

DISTRIBUTION OR DISPLAY OF MATERIALS

The school board recognizes that students, employees, parents, or citizens may want to distribute or display materials that are non-curricular upon on school district premises. Non-curricular materials to be displayed or distributed must be Approved: by the building principal of the appropriate attendance center and meet certain standards prior to their distribution or display.

Approved: 09-15-2014 Reviewed: 06-11-2018 Revised:

DISTRIBUTION OR DISPLAY OF MATERIALS REGULATION

I. Guidelines

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender identity, disability, age, national origin, physical or mental ability, color, creed, marital status, sex, sexual orientation, physical attributes, ancestry, political party preference, political belief, socioeconomic status, familial status, or ethnic origin);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution or display on school premises of material in categories (a) through (d) above to any student is prohibited. Distribution or display on school premises of material in categories (e) and (f) above to a substantial number of students is prohibited.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four (24) hours in advance of the desired distribution or display time, together with the following information:

- 1. The name and phone number of the person submitting the request, and if the person is a student, the student's grade and homeroom;
- 2. The date(s) and time(s) of day of the intended display or distribution;
- 3. The location(s) where the material will be displayed or distributed;
- 4. The grade(s) of the students to whom the display or distribution is intended.

Within twenty-four (24) hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place, and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute or display material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

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DISTRIBUTION OR DISPLAY OF MATERIALS REGULATION

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place, and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place, and manner provisions in subsection III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution or display of the written material is appropriate.

Permission to distribute or display material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, Place, and Manner of Distribution

The distribution or display of written materials is prohibited when it negatively affects the safety of students on school premises or otherwise disrupts school activities. The distribution or display of unofficial material shall be limited to a reasonable time, place, and manner as follows:

1. The material shall be displayed at or distributed from a table set up for the purpose in a location designated by the principal. The location shall not block the safe flow of traffic, block the corridors or entrance ways or negatively affect the safety of students and shall give reasonable access to students.
2. The material shall be distributed or displayed either before and/or after the regular instructional day.
3. No written material may be displayed or distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of the activity.

IV. Definitions

The following definitions apply to the terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

DISTRIBUTION OR DISPLAY OF MATERIALS REGULATION

- (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen (18).
3. "Material and substantial disruption" of a normal school activity is defined as follows:
- (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstrations, sit-ins, stand-ins, walk-outs or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
5. "School premises" means school district property and/or property within the jurisdiction of the school district and school owned and/or operated transportation. "School premises" includes, but is not limited to, school buildings, school grounds, school busses, and locations under the jurisdiction of the school district where school activities are held.
6. "Unofficial written material" includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, fliers, petitions, placards, and underground newspapers, whether written by students or others.
7. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

DISTRIBUTION OR DISPLAY OF MATERIALS REGULATION

8. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary Action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school premises immediately, and if necessary, local law enforcement officials will be contacted.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks or posted conspicuously in school buildings.

PROMOTIONAL ACTIVITIES

Activities requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) that demand the time of students, teachers, and administrators shall be prohibited, except as hereinafter provided, unless such campaigns are in accord with the general policies of the board.

No agent, person, or persons shall be permitted to solicit any student or teacher for any purpose; to distribute circulars, handbills, cards, or advertisements of any kind; to make announcements of any nature; or to take up contributions in any district building or on district school grounds, for any purpose whatsoever, except by approval from the superintendent as being in accord with the general policies of the board.

Participation by students in charitable activities is considered to be a desirable part of their total education. However, to the extent that such an activity is part of the educational program, the board will authorize the administration to determine the nature and extent of such activity.

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NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communications with the news media. The board will maintain a cooperative relationship with the news media in the school district community. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The superintendent shall be the spokesperson for the board and the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and the consensus of the board in response to inquiries from the news media about the school district.

It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

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NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media. The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

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NEWS RELEASES

The superintendent shall determine when a news release about internal school district and board matters will be made. In making this determination, the superintendent shall strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent shall strive to create and maintain a positive image for the school district.

It is the responsibility of the superintendent to approve news releases originating within the District prior to their release. News releases will be prepared and disseminated to news media in the school district community. Questions about news releases shall be made to the superintendent only.

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STUDENTS AND THE NEWS MEDIA

Generally, students may not be interviewed during the school day by news media. The students, while on the school district grounds, shall refer interview requests and information requests from the news media to the administrative office in their building.

It shall be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the control of the school district. The principal may also contact the student's parents.

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SCHOOL DISTRICT PERSONNEL AND THE NEWS MEDIA

School district personnel shall refer interview requests and information requests from the news media to the superintendent's office. School district personnel may be interviewed or provide information about school district matters after receiving permission from the superintendent.

It shall be within the discretion of the superintendent to allow news media to interview and to receive information from school district personnel.

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LIVE BROADCAST OR VIDEO TAPE OF SCHOOL DISTRICT EVENTS

Students, for an educational purpose, or news media may record public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the facilities to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or recording will interfere with or disrupt the school district event.

Recording of classroom activities will be allowed at the discretion of the superintendent. It shall be the responsibility of the administration to take steps to ensure relevant copyright laws are followed.

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DUPLICATED OR PRINTED MATERIALS

Members of the school district community seeking information from the school district shall make such requests to the superintendent. Information available for public disbursement including, but not limited to, printed materials designed for informing the public, shall be distributed free of charge.

Individuals requesting other information to be duplicated or copied may be charged a fee for the time of the school district to perform the task and the cost of the copy. Such requests shall be answered within a reasonable period of time.

Printing of materials for the public at the expense of the school district shall only occur when the event is sponsored by the school district.

It shall be the responsibility of the administration to ensure all district policies related to the duplication of materials are followed.

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SCHOOL - COMMUNITY ASSOCIATIONS

The board values the participation and the support of school district community associations, including, but not limited to, the booster club and the Parent-Teacher Organization, which strive for the betterment of the school district and its educational program. The board will work closely with these associations.

Prior to any purchase of, or fund-raising for, the purchase of goods or services for the school district, the association shall confer with the superintendent to assist the association in purchasing goods or services to meet the school district's needs.

Funds raised by these associations for the school district may be kept as part of the accounts of the school district.

It shall be the responsibility of the building principal to be the liaison with the school district - community associations affiliated with the building principal's attendance center.

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COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the educational program, members of the school district community shall be asked to make presentations to the students or to assist school district personnel in duties other than teaching. The school district shall officially recognize the contributions made by volunteers on an annual basis.

Recruitment, training, utilization, maintenance of records for the purposes of insurance coverage and recognition of school volunteers is the responsibility of the superintendent.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised:

VISITORS TO SCHOOL DISTRICT FACILITIES

The board welcomes the interest of parents and other members of the school district community, and invites them to visit the school facilities. Visitors, which include persons other than school district personnel or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other school district personnel shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events or acting as a representative of the school district. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of school district personnel to report inappropriate conduct and the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, the school district employee shall act to cease the inappropriate conduct.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 09-15-2014

PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or Approved: activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or Approved: activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or Approved: activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or Approved: activities participating in a sponsored or Approved: activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or Approved: activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or Approved: activities.

Approved: 06-10-2013

Reviewed: 06-11-2018 Revised: 06-10-2013

PARENTAL INVOLVEMENT

The Garner-Hayfield-Ventura Community School District Board of Education encourages parents of all children to be involved in a variety of roles, including the district's school improvement process. The district will provide coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district supports the partnership between home, the school, and the community by, for example, and not by way of limitation:

- * Providing understandable information about educational programming and assessments;
- * Providing materials for parents to help their children;
- * Educating school personnel about involving parents and the value of parent contributions;
- * Developing meaningful roles for community organizations and business to work with parents and schools; and
- * Coordinating and integrating parental involvement strategies under Title I with other programs as appropriate.

The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year.

Approved: 8-11-08 Reviewed: 06-11-2018 Revised:

ADVERTISING AND PROMOTION

The use of students, the school district name, or its facilities for advertising and promoting products and/or services of entities and organizations operating for a profit shall be disallowed. Non-profit entities and organizations may be allowed to use students, the school district name, or its facilities if the purpose is educationally related and prior approval has been obtained from the superintendent, with input from the board.

Nonprofit entities and organizations may be allowed to use students' names and/or likeness, employees' names and/or likeness, the district's name and/or likeness, and/or district buildings and sites if the purpose is educationally related, it is permitted under the law and prior approval has been obtained from the superintendent.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 09-15-2014

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local non-profit entities which promote cultural, educational, civic, community, or recreational activities. "Entities" shall include organizations, groups, individuals, and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It shall be within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities who wish to use school district facilities or equipment must apply at the building principal's office. It shall be the responsibility of the superintendent or his/her designee to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent or his/her designee to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities shall be supervised by a school district employee unless special prior arrangements are made with the superintendent or his/her designee. The school district employee shall not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

The board may, in its discretion, determine to allow non-profit entities, such the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge on a case-by-case basis. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 3-9-98

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site.

Please refer to district policy to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy, and the administrative regulations, and for paying fees as set forth in the school district's fee schedule, all of which are incorporated herein by this reference.

The entity must provide an Indemnity and Liability Insurance Agreement prior to the use of school district facilities or equipment.

Building/Site/Equipment _____ Date _____

Purpose _____ Hours _____

<u>Auditorium</u>	<u>Gymnasium</u>
Seating Requirement on stage _____	Seating _____ Scoreboard _____
Tables required on stage _____	Public address system _____
Stage curtain and attendant _____	
Spotlights _____	<u>Classroom</u>
Microphones _____	Media Center _____
Podium Stand _____	Computer lab _____
Table _____ Stand in audience _____	Other _____
Other equipment _____	

Cafeteria
 Tables _____
 Kitchen and a Safe Serve Employee _____
 Other _____

Total Fee \$ _____

Name of entity making application: _____

Name of person making application: _____

Address: _____ Phone #: _____

(Signature of Applicant) (Date)

Approved: 3-9-98 Reviewed: 06-11-2018 Revised: 09-15-2014

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it shall hold the Garner-Hayfield-Ventura Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity or the school district, and its officers, employees or agents, in the use by the entity of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as shall protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations by the entity or by anyone directly or indirectly employed by the entity. Such insurance shall include the Garner-Hayfield-Ventura Community School District as an additional named insured in the policy carried by the entity and described above.

The entity shall furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 20_____.

(Entity)

By _____

_____ By Superintendent or Designee
Title

Address

Approved: 3-9-98 Reviewed: 06-11-2018 Revised:

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages shall not be brought to or consumed in the school district facilities or grounds.
2. Smoking is prohibited in school district facilities and vehicles.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. After school district equipment has been used by an entity, the equipment must be returned to the school district in the condition it was in prior to its use. The fee charged to the entity for the use of the equipment will include these costs. However, if excessive costs are involved in restoring the equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity shall be charged at the full rate. Cancellations made prior to that time shall be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

Approved: 3-9-98

Reviewed: 06-11-2018

Revised: 06-10-2013

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FEES SCHEDULE

Rates for Use of Buildings and Sites

	Profit Making Organization	Non-Profit Organization
High school gym	\$150.00	\$60.00
High school auditorium	\$120.00	\$60.00
High school cafeteria	\$50.00	\$25.00
High school cafeteria and kitchen	\$70.00	\$35.00
High school classrooms	\$20.00	\$10.00
K-8 cafeteria with kitchen	\$80.00	\$40.00
K-8 cafeteria	\$40.00	\$20.00
Safe Serve Charges	\$50.00 for two hours	\$50.00 for two hours
K-8 school gym	\$50.00	\$25.00
K-8 school gym with kitchen	\$100.00	\$50.00
K-8 classrooms	\$20.00	\$10.00

Add to above:

Custodial charges (minimum 1 hour charge)	\$21.00/hour	\$21.00/hour
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Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Approved: 3-9-98 Reviewed: 06-11-2018 Revised: 06-11-2018

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT BY FOR-PROFIT ENTITIES

The facilities of the school district may be made available for a fee to local for-profit entities from time to time provided such use provides some benefit to the community. Such use of district facilities shall be permitted only when it does not interfere with or disrupt the educational program or school-related activity, and it is Approved: by the board. The board reserves the right, in its discretion, to deny use of the facilities to any group.

Local for-profit entities granted permission to utilize school district facilities and equipment shall abide by all policies, rules, and regulations established for the use of such facilities and equipment by community non-profit entities in addition to such further policies, rules, or regulations, if any, the board may adopt which apply specifically to for-profit entities.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 09-15-2014

SUNDAY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

Generally, the school district facilities will not be used for student or community activities on Sundays. It shall be within the discretion of the superintendent to allow student or community activities on Sundays.

Approved: 10-8-90 Reviewed: 06-11-2018 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

TOBACCO-FREE ENVIRONMENT

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snuff, dissolvables, electronic cigarettes and/or other nicotine products that are not Approved: by the Federal Drug Administration for tobacco cessation; on district property; including in district buildings, on district grounds, in district transportation vehicles, or at any district activity; is prohibited.

School district facilities and grounds, including school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Federal Drug Administration) Approved: for tobacco cessation.

This requirement extends to all students, employees, volunteers, and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events.

Persons violating this policy shall be asked to cease using the tobacco and/or nicotine product, properly dispose of the tobacco and/or nicotine product and refrain from using tobacco and/or nicotine products in the future. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the school district premises immediately.

It shall be the responsibility of all district personnel, and specifically district administrators, to enforce this policy.

Approved: 7-14-08 Reviewed: 06-11-2018 Revised: 09-15-2014

OTHER INTERDISTRICT RELATIONS

The board shall work with other local government units, colleges, and universities, technical schools, business and industry, private schools, educational associations, local community organizations and associations to provide additional education opportunities for the students in the school district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

Approved: 10-8-90 Reviewed: 06-11-2018 _____ Revised: