

**DEERFIELD COMMUNITY
SCHOOL DISTRICT**

**CODE: 830 AND 742
(Combined two policies)
DATE OF ADOPTION: 4/20/81
Revised: 9/16/91, 1/20/97, 7/15/02, 7/20/15**

**COMMUNITY USE OF SCHOOL FACILITIES AND
USE OF SCHOOL EQUIPMENT**

The Board of Education encourages the use of school facilities, materials, and equipment by community groups.

Requests for use of school buildings and grounds, materials, and equipment during such times that they are not required for school purposes may be granted to any responsible inhabitant of the district or any responsible local organization that has named an individual to be in charge of the activity. "Local" is defined as within school boundaries.

Some restrictions are necessary to protect the schools and school equipment, which in reality belong to all the people of the community. Groups must request permission from the local building administrator who will then refer the application to the central office for final processing. Full responsibility rests with the groups using school facilities, materials, and equipment, to maintain adequate security and to leave the facilities, materials, and equipment in the same condition as they were before usage.

Residents requesting use of a district building or facility will, if approved, be required to pay any out- of- pocket costs as identified by the building/district administrator incurred because of their use.

Residents requesting use of a district building or facility for the purpose of making a profit, personal gain, or bringing in outside groups for profit or personal gain will, if approved, be required to pay any out- of- pocket costs incurred and rental for areas and/or facilities used as identified by the building/district administrator.

Nonresident usage will be limited to groups and/or persons providing a service that is in the best interest of the public; e.g., political forums, governmental meetings, instructional programs.

These regulations will govern the use of facilities, materials, and equipment.

1. Televisions, VCR/DVD's, video cameras, personal computers and other school cameras are not to be loaned for off- premise use. Teachers, students, and district employees may use the above if the building/district administrator gives permission.

2. Loaning equipment must be handled through administrative personnel and shall only be allowed at times when it is not needed for school operations.

3. Every effort should be made to see that equipment loaned will be operated by school or other trained personnel. Costs for doing so may be assigned by the school district to the organization.

4. A “security deposit” may be required as determined by the school district administrator.

5. Persons or organizations using equipment are responsible to return all equipment promptly and in good physical/working condition.

6. Persons or organizations using district facilities or equipment must sign a statement holding the district harmless for any injury or accident incurred while using the facilities or equipment.

7. Persons or organizations using district facilities must provide the district with proof of liability insurance.

8. The building administrator and the district administrator must approve group activities before the school facility is used.