

### 5.02 C. Use of School Buildings, Grounds, and Equipment

equipment taken off campus and valued at \$500.00 and over will have prior written approval of the Property Manager at the Cost Center involved.

5. Outside Organizations or Groups
  - a. Requests for use of school facilities or grounds by outside organizations or groups shall be made at least ten (10) days prior to the date of proposed use. Use of school facilities by outside groups or organizations shall not conflict with regular school use.
  - b. All permits will be for specific grounds areas or rooms and specific hours. It shall be the responsibility of the organization to see that the other portions of the building or grounds are not disturbed or entered upon and that the premises are vacated as scheduled.
    - 1) School facilities shall be available to parent-teacher organizations, farmers' organizations, character building organizations, groups or clubs of citizens formed for recreational, educational, political, economic, artistic or moral activities when such activities do not interfere with the regular functions of the school.
    - 2) School-Community interaction is promoted and provisions for the use of grounds and facilities are made for outside agencies/associations, which comply with Board Policy. Each Principal is given the authority to schedule use of school grounds and facilities in a manner which avoids conflict and undue abuse. The grounds and facilities are to be assigned on a first-request first-served basis. The requesting group shall sign an agreement with the principal, which releases the Clay County School Board from any and all liability charges. The agreement further specifies rental charges (if any) and time constraints, which apply to the group making the request. It further prohibits the grounds and facilities from being used by an outside agency or association, which uses the school name and/or mascot in connection with their activities. No outside agency/association will be allowed to use School Board facilities or grounds during school hours. School hours are defined as the time beginning ~~thirty~~ **ten** minutes before the final bell for students to report to class and ending ~~thirty~~ **ten** minutes after the bell dismissing students at the end of the school day.
  - c. Permits may be revoked without previous notice when conflicting dates result or when need of the property for public school purposes, subsequently develops. For other cause, permits may be revoked at any time upon reasonable notice.
  - d. Where there is no admission, fee, charge or contributions required for attendance or participation, the use of the school facilities shall be without charge, other than those established in g. below.