

Book	Policy Manual
Section	7000 Property
Title	FACILITIES USE POLICY ADMINISTRATIVE GUIDELINES
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7510 – FACILITIES USE POLICY ADMINISTRATIVE GUIDELINES

1. Any person or group using District facilities must maintain order and safety, protect property, and restore the facilities to their condition before use.
2. The District may require the user to present the organization’s bylaws or rules to demonstrate the legitimacy of the organization and prevent fraud.
3. The user must pay any applicable fee as outlined in the fee schedule.
4. The District may require the user to present evidence of organizational liability insurance.
5. The District may seek reimbursement from a user of its facilities for any costs the District incurs in opening, restoring, or cleaning such facilities.
6. The Superintendent or designee may deny a request to use the District’s facilities or equipment if the Superintendent or designee believes that the person or group does not have sufficient financial resources to cover costs or is unwilling to pay them.
7. No person or group using District facilities under Policy 7510 may charge a fee for admission or parking unless approved in writing in advance by the Superintendent or designee.
8. Any person or group using the District’s facilities for any purpose must comply with all Board Policies, rules, and regulations.
9. For a non-student group that wishes to use a facility, a supervising adult must submit a written facility use request to the Superintendent or designee. The request, applicable rental fee, and other required documents must be received by the Superintendent or designee before any facility use will be considered. The supervising adult assumes primary responsibility for complying with subsection 5.
10. The Superintendent or designee may lawfully restrict, exclude, or impose conditions on a person inappropriately using District facilities or violating Policy 7510 and these Administrative Guidelines. A person who refuses to comply may be considered a trespasser.