

Pittsfield School District

**USE OF SCHOOL BUILDINGS AND FACILITIES**

Any individual or organization requesting use of school facilities, except for school activities, must submit an application to the dean of operations or his/her designee not less than two weeks prior to the time that the school facilities are needed. Facility use applications are to be submitted to the office of the school in which facilities are needed. Applications for use of Drake Field are to be submitted to the dean of operations at least thirty days prior to the time that Drake Field is needed. Facility use applications are available at each school office and on the school district website.

Authorization to use a school facility shall be granted for specifically designated areas. No other portion of school facilities shall be used. School district equipment may be used only with specific permission of the dean of operations or superintendent. Any individual or organization authorized to use a school facility is expected to leave the facility in the same or better state of cleanliness and repair as it was when the individual or organization entered for each use.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines.

Facilities will be reserved only for the time available within the upcoming semester. Facility Use Permits will be issued on a first come basis, in accordance with the following priority order: (1) school or district activities, (2) school or district-sponsored activities, (3) Pittsfield-based community non-profit organizations serving or benefiting children or youth, (4) other Pittsfield-based community non-profit organizations, (5) other Pittsfield-based organizations, (6) non-Pittsfield organizations.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The school district does not assume responsibility for contacting individuals or groups when such closures occur.

Organizations connected with and promoting recognized school functions may use the facilities without charge.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent of schools and approved by the Board. The school administration, with notice to the Board, may waive rental fees for non-profit or charitable organizations. However, use of school facilities by external groups shall not result in any expense to the school district.

Whenever a non-school organization is permitted to use a school or other facility, excluding Drake Field, at least one district employee must be on hand, paid for by the

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organization, when in the opinion of the dean of operations or superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served, and number of volunteers. Additionally, the dean of operations or superintendent may require the organization to provide for an adult supervisor or special police officer if the presence of a supervisor or police officer would be deemed to be in the best interest of the school district. The cost for such a supervisor or officer would be assumed by the organization.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace, damage to property, or for any purpose prohibited by law. School Policies are to be adhered to at all times; the presence or use of alcohol, tobacco, or illegal substances is strictly prohibited.

The dean of operations or superintendent shall approve all use of school facilities. The School Board must approve any special requests or exceptions to this policy.

Reading: November 30, 1989 (as Policy KG)  
Adopted: January 11, 1990  
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Amended: May 21, 2009  
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