

## **1. Philosophy Governing the Use of District Facilities**

To assure and continue a positive and mutually supportive relationship between the Christina School District and the community it serves, it is the policy of the Board of Education to encourage maximum utilization of all school facilities to responsible individuals, groups and organizations sponsoring activities in educational, cultural, civic, political or recreational areas as defined and limited in Title 14, Chapter 10, Section 1056 of the Delaware Code, Relative to the Use, Control and Management of Public School Property.

## **2. General Policy**

District buildings and grounds may be used for holding public gatherings of a character not detrimental to the civic welfare of the community, state or nation. The decision of the Board of Education regarding granting of a request for use of facilities free of charge, except, however, for the expense of custodial salaries, heating, and lighting in excess of the school's normal operations will be based upon a consideration of the following conditions:

- (1) The facility requested for use has not already been scheduled for use at the time requested.
- (2) The use of the facility requested will be consistent with the program of education of the Christina School District.
- (3) The use of the facility requested will serve a purpose that is educational, cultural, civic, political, or recreational.
- (4) The use of the facility requested will not afford personal monetary gain to the individuals sponsoring the activity. It shall be deemed that there was no monetary gain if all charges or admissions in excess of the cost of such purpose are donated to a charitable purpose (as defined for state personal income tax purposes) or if the organization has an Internal Revenue Service Exemption number.

The use of school equipment and school property for all other purposes shall be based upon a fee schedule to be determined by the Christina Board of Education and its designated representatives in accordance with Board policy.

Any scheduled public-school activity shall have precedence over any non-school activity for the use of the property.

## **3. Procedure for Securing Use of Facilities**

- (1) Consideration for use of district facilities may be secured by completing a school facilities permit available at all Christina School District schools or on the Christina School District [website](#) and returning it to the Supervisor of Planning & Development at least one month prior to the date requested.
- (2) Requests involving several dates during the school year should be submitted by August 15 to receive early consideration. Continuing requests should be renewed annually by September 1 and a new liability form should be completed and submitted.
- (3) No building shall be available for outside organizations unless the principal has been consulted and the

using organization has received an approved copy of the permit from the Supervisor of Planning and Development.

- (4) The Board of Education may refuse to permit the use of any school property under its jurisdiction for any purpose which, in its discretion, would tend to interfere with the program of the public schools or would not be in harmony with the purposes of public education in such matters as character building, the development of unprejudiced social attitudes and the training of pupils for responsible citizenship.
- (5) The Board of Education may refuse to permit the continued use of any school facility to individuals/organizations that have failed to comply with rules and regulations governing the Community Use of District Facilities.

#### **4. Charges**

- (1) Charges will be made in accordance with appended "Charges for Use of School Facilities."
- (2) All basic fees are to be paid in advance of the use of facilities and additional costs, if any, will be billed after use by the District Supervisor of Planning and Development.
- (3) Charges may be made for the use of school facilities when such use involves the expense of custodial salaries, heating and lighting in excess of the school's normal operation.
- (4) Charges may be made for custodial services even though use of facilities occurs during hours when a custodian is normally present if the custodian is diverted from his regular duties to meet the needs of the group using the facility.
- (5) Charges shall be made if damage to the facilities occurs.
- (6) Charges shall be made to groups using the facilities for general public programs which charge admission.
- (7) To facilitate the implementation of charges, organizations using the facilities outside of school hours have been grouped as follows:

**Group I - Free Use of Facilities** (except for the expense of custodial salaries, heating, and lighting in excess of the school's normal operations).

All Christina School District school sponsored or school affiliated organizations such as, but not limited to:

1. Employee organizations
2. P.T.A. - C.A.C.
3. Athletic boosters
4. Band/music boosters
5. Adult education groups
6. Evening school classes
7. Boy, Girl and Cub Scouts
8. Student clubs/organizations
9. Junior Achievement
10. F.T.A., F.H.A, F.F.A.
11. Political organizations
12. New Castle County, Wilmington, Newark Parks & Recreation
13. Civic Organizations

14. Garden Clubs
15. Community Service Organizations
16. Swim Clubs (Meetings Only)
17. YMCA, YWCA, YMHA
18. Educational Groups
19. Community sponsored recreation programs open to all youth

**Group II - Regular Fee Schedule**

1. Non-public school activities
2. Adult industrial recreational groups/athletic leagues
3. Religious organizations
4. Profit-making organizations
5. Swim Clubs (Use of Pool)

**5. Rules and Restrictions**

- (1) Religious groups may use school facilities. Each application will be considered on its merit and concurrence with provisions in the Delaware Code.
- (2) When dancing is permitted, it shall be strictly supervised by responsible groups or organizations.
- (3) The possession, use or consumption of alcoholic beverages or illicit drugs shall not be permitted on school property at any time.
- (4) It is requested that no smoking occur in district buildings.
- (5) Functions held during a normal custodial work shift must cease no later than 1/2 hour before the custodian(s) shift ends; otherwise overtime will be charged. The facility will be opened by the custodian 1/2 hour before the scheduled starting time.
- (6) The permit to use a school building does not include the use of any school equipment, such as projectors, slides, spotlights, etc. Specific arrangements must be made in advance with the principal of the school for the use of such equipment. These arrangements must be made by the group using the building and will not be made by the District Office.
- (7) When kitchen facilities or equipment are used for food preparation, the cafeteria manager or a designated representative shall be present during the preparations, serving and cleanup. Arrangements for such use must be made through the District Food Service Supervisor.
- (8) In accepting the use of school property, the group granted the permit shall agree to make good any damages done to the property or equipment and to indemnify and hold harmless the Christina School District for any accident to any occupants of the building or grounds during the period of use by the group. The Board accepts no responsibility for loss of personal property. The Board may require users to file a certificate of liability insurance coverage with the Christina School District.
- (9) All fire and safety rules shall be strictly observed.
- (10) The installation of decorations, posters, etc. must conform to safety and fire regulations, and nothing shall be fastened to the building in such a manner that will mar the finish. All decorations, posters, etc. are to be removed by the group responsible for their installation.
- (11) Adequate supervision, as determined by the principal or his representative, must be provided by the group/organization using the facility. Falsification of information on an application, rowdiness, vandalism,

abuse of the property, or inadequate supervision shall be grounds for eviction and/or cancellation of permit. PRINCIPALS SHALL REPORT SUCH INSTANCES, IN WRITING, TO THE SUPERVISOR OF PLANNING AND DEVELOPMENT.

- (12) Organizations sponsoring functions which involve large numbers of people may be required to provide for traffic control and proper safety measures. In some instances, police may be required.
- (13) To the extent possible, groups should be scheduled when buildings are normally open.
- (14) During the heating season (November-March) night setbacks (55 degrees) shall be maintained in all buildings during weekends and holidays for activities sponsored by non-profit organizations. Non-profit organizations will be charged the regular fee schedule rate for activities held in heated facilities.
- (15) The Board reserves the right to consolidate activities in district buildings in the interest of energy conservation.
- (16) All activities will be canceled when schools are closed due to weather conditions. Mechanical failures may force cancellation of activities in a particular facility.

## **6. Cancellation of Scheduled Activity**

- (1) An organization must give the district 48 hours advance notice in order to cancel an activity.
- (2) Organizations shall be liable for charges incurred by the District prior to notification of cancellation.
- (3) At least one week's notice shall be required for cancellation of a school catered banquet.

## **7. Political Meetings**

The District's facilities may be used for public meetings of a political party. The use of the facilities by political parties shall be subject to these regulations.

## **8. Use of Playgrounds and Outside Recreational Areas**

- (1) The Board of Education is committed to maximum community use of school playgrounds and recreational areas consistent with available funds and the security and protection of people and property.
- (2) Playgrounds and outside recreational areas under the control of the School District may be made available for neighborhood recreation when not being used for school programs.
- (3) Playgrounds normally will be open during daylight hours.
- (4) Use of playgrounds and outside recreational areas is subject to the provisions, policies and regulations enumerated for the Use of District Facilities.
- (5) The use of motorized vehicles, such as dirt-bikes, go-carts, snowmobiles or similar vehicles is prohibited on school property.