

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
RULES AND REGULATIONS
FILE: KF-R

COMMUNITY USE OF SCHOOL FACILITIES

The following regulations governing community use of school facilities implements the provisions of Board Policy File: KF, and apply to all school facilities.

General Regulations

1. Principals are solely responsible for approving or disapproving requests for public use of the facilities under their supervision.
2. Principals may designate an employee under their supervision to approve or disapprove requests for public use of facilities in their absence.
3. A REQUEST FOR USE OF FACILITIES form must be filled out by the authorized representative of the organization requesting use of the building, and approved by the principal or his/her designee as part of each request.
4. Individuals, groups and organizations using school facilities are responsible to clean-up and leave the facility in the same condition that it was prior to use. Principals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use.
5. Consumable supplies and materials are not available for public use without prior approval of the principal and payment a fee to cover costs. School lunch commodities may not be donated or sold for use by the public.
6. The following types of equipment are not to be loaned or rented to the public for private use outside of the school facilities:
 - a. Video Equipment (TVs, VCRs, Cameras)
 - b. Computers
 - c. Photography Equipment
 - d. Large Musical Instruments (Piano, Organ, Drum Set)
 - e. Sewing Machines
 - f. Vehicles (Cars, Pick-ups, tractors)
 - g. Copiers
 - h. Sound Equipment (Amplifiers, Loud speakers, Microphones)
 - i. Scientific Instruments (Microscope,)
 - j. Typewriters
7. Principals may authorize the use of equipment by the public within the school facility where the equipment is housed. Principals shall charge actual cost of repair or replacement of equipment damaged by the user.
8. Before authorizing the public use of any area which will also involve the use of sophisticated technical systems, equipment, or tools the principal must have assurance that only qualified persons will be operating the equipment, and that all appropriate safety precautions will be observed.

9. Whenever food is prepared in the kitchen and served in the lunch room, a cook who regularly works in that kitchen must be present. The cook will be paid by the group at the same hourly rate paid by the district. A cook need not be present if food is carried in and served.
10. School facilities are available for weddings, receptions, and family reunions subject to any applicable regulations of this policy.
11. School facilities are not available for non-school, private dances, unless the dance is under the direct supervision and sponsorship of a recognized community organization.
12. School buses may be loaned to recognized, non-school organizations whose membership consists primarily of district residents for trips within the Big Horn Basin Area provided:
 - a. They pay for all gas and oil used on the trip. (The district will fill the gas tank and check the oil before departure; the organization will fill the tank and check the oil upon return.)
 - b. They pay for any damage to the bus on the trip or for any reasonable mechanical repairs and/or parts required to return the bus to its starting place.
 - c. They use only a district approved driver.
 - d. The Districts insurance covers the proposed use.

Adopted: 2/8/79
Revised: 2/12/81
Revised: 10/9/86
Revised: 9/12/06