

Code: 1004.6 R

Administrative Procedures for Determining and Allowing Use of District Resources or Services

All non-school requests for use of District resources or services will be submitted to the District Office. Fees charged will fully recover District expense. In the case of transportation services, State statute establishes the procedure to determine the rate.

1. The District Office Staff will then clear the availability of the requested services and act upon the request following the established policies.
2. The District Office Staff will establish that the purposes and activities relevant to the request will serve local, non-profit needs or interests of District students and/or District residents. The District will not provide services available commercially to the requesting group unless the non-school request is specifically in support of a District sponsored or community education sponsored event or activity.
3. The District Office Staff will clear all questionable requests for use of District resources or services with the superintendent and/or School Board.

Use of District equipment shall follow State and Federal equipment and material use guidelines and board policy.

Date Adopted: 09-20-06

Date Reviewed: 11-16-11, 02-12-14, 07-11-19

Date Revised: