

**BOARD POLICY: COMMUNITY USE OF SCHOOL FACILITIES**

**5030**

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**Section A - Introduction**

The Board of Education of District #225 believes that the facilities of the Glenbrook High Schools have been constructed and are maintained primarily for the purpose of educating the students of the high school district. However, when not in use for that purpose, the Board of Education believes it is in the public interest to make some of the district's facilities available to non-school organizations for the conduct of activities which:

1. are consistent with state statutes,
2. are consistent with the purposes of the school,
3. do not interfere with the regular operation of the school, and
4. are of benefit to the district.

School programs and activities shall always have priority for use of school facilities over non-school organizations. However, when not in use by the school, designated areas of the school buildings and grounds may be temporarily rented as provided in this policy.

**Section B - Approval Authority**

1. The school principal or the principal's delegated representative shall have the authority to approve use-of-facilities requests provided the following criteria are satisfied:
  - 1) The sponsor is a not-for-profit organization pursuant to the State of Illinois law,
  - 2) The sponsor's headquarters lies within the district's boundaries,
  - 3) 50% or more of the sponsor's membership reside within the district's boundaries, and
  - 4) The use shall be for one of the following purposes:
    - a) Charitable
    - b) Civic
    - c) Cultural
    - d) Educational
    - e) Governmental
    - f) Political
    - g) Recreational, and
    - h) Religious

2. Superintendent's Authority - The superintendent shall have the authority to recommend that the Board of Education approve use-of-facilities requests which the principals do not have the authority to approve. The superintendent shall unilaterally approve or disapprove requests from institutions of higher education, which make a significant contribution to the cultural or educational life of the community. In all other situations the superintendent has the discretion to either (a) unilaterally disapprove the request, or (b) recommend that the Board approve the request. Board of Education approval is required for all requests other than principal-approved requests and higher education requests approved by the superintendent. In approving requests, the superintendent and the Board shall base their decision on the following criteria.

The activity being sponsored shall make a significant contribution to the charitable, civic, cultural, educational, or recreational life of the community served by the Glenbrook High School District.

3. Requests for use-of-facilities from institutions of higher education which make a significant contribution to the cultural or educational life of the community shall require only the approval of the superintendent.
4. Requests from profit-making organizations for corporate business purposes shall not be approved.
5. Substitute or surrogate sponsors shall not be approved as a sponsoring organization for another organization or activity.
6. Prior approval of the principal or the principal's designated representative shall be required before a school organization agrees to sponsor an activity which involves the use of the district facilities by a non-school organization.

**Section C - Rental Rates**

Rental rates, hourly rates for personnel services, and other charges shall be submitted by the assistant superintendent for business affairs no later than 60 days prior to the start of each fiscal year and approved by the Board annually. Rates for the use of facilities shall be determined based on the following classifications:

Organizations	Activity Purpose:	
	Non-Fund-raising	Fund-raising*
	Fee Rate:	Fee Rate:
<p><b>CLASS I:</b></p> <p>Glenbrook affiliated organizations: approved student groups, parent associations, Dads Club, Booster Club, Glenbrook Caucus.</p>	A	B
<p><b>CLASS II:</b></p> <p>Public elementary schools, park districts, boy &amp; girl scout groups, fire &amp; police departments, and other tax supported organizations.</p>	B	C
<p><b>CLASS III:</b></p> <p>Any other organization authorized under this policy which is not an organization listed above in Class I &amp; II.</p>	C	D

\* Fund-raising is defined to be any activity for which a fee or contribution is required for admission.

Section D - Miscellaneous

1. The superintendent is directed to develop procedures for the use of school facilities consistent with this policy and to prepare a schedule of fees for approval by the Board of Education.
2. Use of facilities by non-school organizations shall be limited to a maximum of one week at any one time except during the summer months when longer periods may be considered.
3. Use of the two auditoriums during the summer months may be under separate contract with an alternate fee schedule approved by the Board of Education.
4. The Board of Education and the administration may at any time deny or refuse to grant any application or cancel without liability any contract whenever, in the reasonable judgment of the Board or its administration, the use presents or may present a clear and present danger to persons or property.
5. The Board of Education and the administration reserves the right to interrupt any use-of-facilities contract should an emergency arise. In such an event, the Board and the administration shall make every effort to provide an acceptable substitute date or space.
6. Assignment of calendar dates for the use of school facilities by non-school organizations shall not receive final approval prior to July 1st for the following school year. Exceptions to this policy may be made by the Board of Education.
7. The superintendent shall have the authority to reduce or to waive facility rental fees (excluding additional expenses which would not normally be incurred by the district) when in the superintendent's judgment the activity is in the best interest of the school district and the community. The superintendent shall inform the Board of Education of all reductions or waivers of facility rental fees.
8. The Board of Education shall be the final authority in any request for deviation in policy or questions relative to use of facilities.

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