

Colton School District 53

TITLE: Community Use of District Facilities Permit Procedure

GENERAL DESCRIPTION: This procedure applies to the formal process in which people shall access the use of Colton School District facilities.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY: KG; KG-AR

PROCEDURAL STEPS:

- I. The Facilities Use Permit Application filled out in full by the agency and or person wanting to utilize Colton School District Facilities.
- II. Submit the Permit Application with proof of liability insurance to the school office in which the space is located.
- III. School Secretary will process application and submit to principal for approval.
- IV. Principal will notify/contact Superintendent if there are any questions and/or concerns.
- V. Liability insurance will be required for facilities use unless otherwise approved by the Superintendent.
- VI. All long term facility use shall be approved by the Superintendent (4 or more days).
- VII. If the facilities use will include participation of Colton School District Students, the agency must provide proof the adults supervising activity have passed a background check.
- VIII. School Secretary will notify person/agency/organization requesting the District Facilities Permit when request has been approved.
- IX. School Secretary shall be responsible for collecting any deposits and/or rent for facilities use.
- X. School Secretary shall be responsible for tracking keycard checkout and return.
- XI. School Secretary shall be responsible for all appropriate record keeping and document collection for the facilities use permit.