Use of Facilities by Outside Groups

Facilities, including buildings, grounds, and equipment, owned or leased by the Office, are primarily for the use of the programs and staff of the Office. The Board recognizes that certain of these facilities can also serve as a community resource for other groups and also, when necessary, as shelters following a disaster.

When not needed for Office purposes, facilities of the Office may be used by the following outside groups:
- Local school districts and educational agencies
- Other public agencies and committees or staffs thereof
- Non-profit organizations formed to serve the community or the Office
- Other groups by specific authorization of the Board, Superintendent or designee

The purposes for which the above groups may use facilities include educational or training programs, meetings of a public agency, emergency community services, and other purposes by specific authorization of the Superintendent or designee.

Any use by an outside group shall not interfere with any Office uses of the facilities. The Superintendent or designee has authority to grant or deny at her/his discretion any use at any time.

The Office may charge the user a fee, up to the fair rental value of the facility being used and/or the recovery of any expenses the Office might incur related to the use of the facility. Prior to any use, the user and the Office shall sign an agreement specifying the conditions of use and the fee, if any.

The user is responsible for following all use regulations and procedures, maintaining order and protecting property and/or equipment at all times while utilizing the facilities. Any damage to property and/or equipment shall be repaired or replaced to the satisfaction of the Office by the user. The user shall agree to indemnify, defend, and hold harmless the Office from any and all claims, demands, suits, or any other action arising from the user’s utilization of the facilities.

Adopted SMCBE 07/18/84; Revised 03/18/09