

MOSCOW SCHOOL DISTRICT 281
PROCEDURES FOR ARRANGING FOR USE OF SCHOOL FACILITIES
(Policies 7100.00 – 7104.00)

Initial arrangements must be made directly with the building principals.

1. Arrangements must be made a week in advance of the desired use.
2. The principal may grant permission for facility use providing the request meets with the general policy of the School Board, and that such use does not interfere with the normal operation of the curricular, co-curricular or extracurricular activities of the district.
3. The district “Request for Use of Facilities” or “Request for Use of Facilities—Field House” form must be completed and signed at the time of initial arrangements.
4. Payment for use of facilities will be made when billing is received by the organization.
5. Building services (employees) will be provided at cost when asked for OR when the building principal determines that such services are advisable for the protection of school district property.
 - a. A custodian must be present when activities occur outside the normal work shift.
 - b. A cook must be present when Food Service equipment is used.
6. Proof of insurance shall be required. (1-22-02)

An approximate fee schedule will be established and agreed upon in writing at the time of initial arrangements. “Charges for Use of Facilities” will be established by the Business Manager for approval by the Superintendent, and a copy of the fee schedule shall be attached by the building principal to all executed “Request for Use of Facilities” or “Request for Use of Facilities—Field House” forms. (1-22-02)