

CODE: KFD

USE OF SCHOOL FACILITIES BY NON-SCHOOL SPONSORED STUDENT GROUPS

Philosophy

It is the policy of the Kittery School Committee to make school facilities available for the use of non-school sponsored student groups during non-instructional time. Applications by such student groups shall be given preference over non-student groups.

Definitions

- A. School facilities are buildings, grounds, parking lots, playing fields and fixed equipment.
- B. Non-school sponsored groups are organizations or groups of K-12 students, including home schooled students, which are not meeting as part of an official school-sponsored function.
- C. Non-instructional time is the time during a scheduled school day before actual classroom instruction or homeroom periods begin and after actual classroom instruction or homeroom periods end.

Procedures and Regulations

- A. Requests for permission to use the facilities will be considered only when such uses will not interfere with the educational or co-curricular programs of the public school students.
- B. Use of school facilities may be requested by non-school sponsored student groups upon application by the group's representative to the Superintendent/ designee.
- C. The Superintendent/designee shall not deny access to any group on the basis of religion, politics or philosophy nor on the basis of the content of the speech at the proposed meeting, provided only that the meeting is held for lawful purposes.
- D. The following forms shall be completed and delivered to the office of the Superintendent at least 30 days prior to the date of the proposed use:
 - a. Facility Use Request Form (KF-E1)
 - b. Community Use of School Facilities Rules (KF-R)

- E. The Superintendent/ designee shall notify the applying group of the decision regarding the application at least 15 days before the date of the proposed use. If approved, the notification shall include the designation of the room, field or place to be used and the approved hours of use.
- F. The non-school sponsored student group shall be supervised by a responsible adult at all times and shall abide by all school facilities rules (KF- R).
- G. Student attendance at any non-school sponsored student group meeting shall be strictly voluntary and student-initiated.
- H. Neither the school employees nor any other governmental agent or employee may sponsor any such meetings.
- I. School facilities shall not be used under this policy to conduct commercial ventures.

Caveat

This policy applies only to the use of school facilities by non-school sponsored student groups. This policy does not revoke, or amend any other school facility-use policies which control the use of the school property by other community groups.

References: KF-Community Use of School Facilities
 KF-R- Community Use of School Facilities Rules
 KF-E1- Facility Use Request Form

Adopted: July 5, 1994

Revised: November 3, 1998
 July 15, 2014
 June 30, 2014