Introduction

The Board of Education establishes guidelines for the Community Use of School Facilities. The policies and procedures explain, in detail, the application process and responsibilities of the requesting user, school and the Board of Education.

It is important that everyone is familiar with and adheres to these policies and guidelines regarding the application process. To assist, we have created a packet that includes all the related policies, procedures, guidelines, tips, and forms as listed below.

The following Policies and Procedures are attached in the order listed. Documents required for submittal are designated by an asterisk (*).

<table>
<thead>
<tr>
<th>Policy/Procedure</th>
<th>Policy/Procedure No.</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Use of School Facilities</td>
<td>Policy 05.3</td>
<td>2 pages</td>
</tr>
<tr>
<td>Community Use – Priority for Use</td>
<td>Procedure 05.3 AP.1</td>
<td>3 pages</td>
</tr>
<tr>
<td>Rental Application and Contract</td>
<td>Policy 05.31</td>
<td>2 pages</td>
</tr>
<tr>
<td>*Application and Agreement Form</td>
<td>Procedure 05.31 AP.21</td>
<td>3 pages</td>
</tr>
<tr>
<td>*Form for Employee Extra Pay</td>
<td>Procedure 05.31 AP.22</td>
<td>1 page</td>
</tr>
<tr>
<td>Public Sales on School Premises</td>
<td>Policy 05.32</td>
<td>1 page</td>
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<tr>
<td>Public Sales on School Premises</td>
<td>Procedure 05.32 AP.1</td>
<td>1 page</td>
</tr>
<tr>
<td>Advertising in the Schools</td>
<td>Policy 10.4</td>
<td>2 pages</td>
</tr>
<tr>
<td>*Approval for Advertising</td>
<td>Procedure 10.4 AP.21</td>
<td>1 page</td>
</tr>
</tbody>
</table>

General Instructions/Comments

- The Application and Agreement Form for Use of District Property-Procedure 05.3 AP.1 must be completed in its entirety and submitted to the Maintenance Department in duplicate. Submit both copies in an 8” x 11” envelope titled “Facility Use Application”.
- The principal will be notified in writing that the application either has or has not been approved. This will be accomplished by returning a copy of the application with a dated designation of “Approved” or “Not Approved” stamped on the form. If not approved, an explanation will accompany the form.
- Only completed applications will be considered for approval.
- Certain groups and organizations may have different approval requirements. Please review the three (3) page Community Use of School Facilities form 05.3 AP.1 to ensure you are following the correct procedures for that particular group.
- All applications requiring placement on the Board agenda for Board approval (Priorities III and IV from Procedure 05.3 AP.1) must be received in our office by noon, on the Friday before Board agenda items are due to the Superintendent.
- Groups/organizations are to be charged according to the “Fees Charged” section of the “Priority for Use Form”05.3 AP.1.
• Make sure no changes are made to the application without the knowledge of the renting group/organization. Any changes to the form must have the signature of the group/organization representative and must be forwarded to our office.
• If a certificate of liability is required, the Bullitt County Board of Education must be listed as the certificate holder.

Application & Agreement Form

Page 1

Overall Section

✓ Make sure the “Requested Use of Areas” checked on this page matches the “Property Used” block at the bottom of page 2.
✓ If district equipment is to be used, list the equipment and the operator who will be using the equipment. Make sure this information matches the “Fee Schedule” information section on page 2, of the application form and the information on the “Reporting Form for Employee Extra Pay” Procedure 05.31 AP.22.
✓ Any sales on the school premise must be in compliance with Policy 05.32 and Procedure 05.32 AP.1.
✓ Any advertisements posted on the school premise must adhere to “Advertising in the Schools”-Policy 10.4.
✓ Be specific with the purpose of use and the time requested. Be sure the listed “Time(s) Requested” matches the information in the ‘Cost for school employee” line item in the “For Office Only Section” on page 2, and for any employees listed in the “Fee Schedule” section.
✓ Familiarize yourself with the four (4) items listed at the bottom of page 1, of the Application and Agreement Form. These rules are for your benefit!

Page 2

“For Office Use Only by School Official” Section

This first box/section is to be completed by the designated school official to compile all charges/fees associated with the specific facility use. All relevant information is to be completed for determination for payment and/or reimbursement to an employee, a school, or the district.

✓ Make sure all costs match the “Time Requested” section on page 1, “Fee Schedule” sections on page 2, and “Rate Charge” section on page 3.

Note: When utilized, the “Reporting Form for Employee Extra Pay” Procedure 05.31 AP.22, is to be submitted to the Finance Department.
**Fee Schedule Sections**

These two (2) boxes/sections are for listing employee and property/facility charges to be assessed per “Fees Charged” section of “Priority Use Form” 05.3 AP.1. Facility rates to be assessed are found on page 3 of this form. **Facility rates must be assessed where designated!**

In the Middle Box/section:

- List the number of employees.
- List the number of employee hours and their rate, both regular or overtime, plus fringe benefits.
- Calculate the total cost charged to the renting group or organization.

In the last box at the bottom of the page:

- Write in the name of the school in each of the six (6) designated facility areas that the group/organization intends to use.
- Fill in the facility/equipment fee and personnel cost (as calculated/listed in the previous section).
- Write in the total of these two (2) columns. These are to be written in the right column listed “Total Cost for Facility Use“ according to the rated found on page 3 of this form.

**Page 3**

**Rates/Charges Section**

This section identifies the facility use rates/charges and associated stipulations to be applied to the use. **Remember, rates are to be charged as stipulated in accordance with this schedule.**

**Signature Section**

- The representative of the user group and the Superintendent Designee must sign and date at the bottom of the page for the application to be valid.
- A signed copy will be returned to the school for their files. The school will be the contact point for the user group/organization.
- A copy of the completed application will be kept on file in the Maintenance Department for only that school year.
Community Use of School Facilities

Who May Use
Principals, following guidelines established by the Board, may grant the use of school facilities to responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole. School facilities shall not be used for personal or commercial activities. Use of school facilities shall not be granted when such use interferes with educational purposes.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.

Availability
The Board shall determine when and which facilities will be available to the community and establish reasonable fees for their rental. The Board, after considering all factors and best interests of the District, in its discretion, may accept or reject applications for use of District facilities.

Any organization that is not an approved student organization, faculty group, school-related parent group, or county youth recreation program (such as the YMCA) desiring to rent school facilities for continuous use shall apply annually. Applications for such use must be made to the Board a minimum of three (3) months prior to usage. This one (1)-year period applies to the use of all school district properties, regardless of whether the same building is rented or not. Further, “continuous” use is defined as renting the facility for a period of at least once a month (or twelve (12) times) per calendar year.

Unless special arrangements are made with the Principal, all use of facilities by outside groups shall be canceled when schools are closed due to inclement weather or other emergency conditions.

Application and Contract
The Board shall adopt an official application form and an official rental contract, both of which shall detail the conditions of usage. Persons authorized to represent officially the renting organization must sign the application and contract in advance of the rental.

Applications must be submitted to the Principal, who will approve and schedule use of facilities. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

Groups holding regular meetings throughout the year need file only one application at the beginning of each fiscal year. However, special events of such groups must be covered by separate applications whenever they occur.

Liability
The Board shall require a renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

**INSURANCE**

The community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.

**SUPERVISION**

The renting organization shall be responsible for providing supervision, and if deemed necessary by the building administrator, security personnel when the size and nature of the event warrant. A responsible representative of the organization using the school facilities shall be accountable to the staff member supervising the activity, be present at all times, and be responsible for all activities of the persons present.

When used by an outside group, school facilities shall be supervised by the Principal or the Principal's designee, and the renting organization shall be responsible for the cost of wages and any applicable overtime wages.

**FEES**

The Board may require reimbursement for any and all expenses incurred, such as fuel and electricity; supervisory, custodial and cafeteria workers' salaries; and repair of damages to or replacement of school property.

Fees will be charged for facility use by government organizations and county recreation programs when the purpose of the use is fund-raising.

Except for the cost of supervisory services, no fee shall be charged for facility use for activities that are sponsored by approved student organizations, faculty groups, school-related parent groups, and county recreation programs.

**DISREGARD OF RULES**

Disregard of the rules and regulations governing the use of school facilities shall result in the Principal's refusal to grant the offending group or organization further use of the facilities.

**REFERENCES:**

1. KRS 162.055
   KRS 160.290; KRS 160.293
   KRS 160.340; KRS 162.050
   OAG 60-389; OAG 80-78
   P. L. 107-110 (No Child Left Behind Act of 2001)
   20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

**RELATED POLICIES:**

05.31, 10.3

Adopted/Amended: 10/28/2013
Order #: 173
SCHOOL FACILITIES

Community Use of School Facilities

PRIMARY PURPOSE

School facilities are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational and cultural needs by effective utilization of school facilities.

PRIORITY FOR USE OF SCHOOL FACILITIES

<table>
<thead>
<tr>
<th>Priority</th>
<th>Examples of Groups</th>
<th>Approval</th>
<th>Scheduling</th>
<th>Fees Charged</th>
<th>Proof of Liability Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - School Groups</td>
<td>Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts. Interscholastic activities including athletic teams, speech and debate, band competition and academic competition. Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council. Booster Groups - academic, athletic and band District Adult/Community education programs Parent-Teacher Association/ Organization</td>
<td>Principal/designee A completed Application must be sent to the Director of Building and Grounds. Principal/designee Does not need to submit an application.</td>
<td>Principal/designee Must schedule with Principal/designee</td>
<td>None</td>
<td>None required</td>
</tr>
</tbody>
</table>

NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (Accounting Procedures for Kentucky School Activity Funds)

None required

NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (Accounting Procedures for Kentucky School Activity Funds)
# Community Use of School Facilities

## Priority for Use of School Facilities (Continued)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Examples of Groups</th>
<th>Approval</th>
<th>Scheduling</th>
<th>Fees Charged</th>
<th>Proof of Liability Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>II - School-Related Groups</td>
<td>4-H Clubs, Scout groups, County Recreation Programs, Little League and/or comparable groups including, but not limited to, YMCA AAU programs (all student participants enrolled in Bullitt County Schools), Adult farmers</td>
<td>Principal/designee A completed Application must be sent to the Director of Building and Grounds.</td>
<td>Principal/designee</td>
<td>Custodial fees, if designated in contract</td>
<td>As specified in the contract</td>
</tr>
<tr>
<td>III - Community Interest Groups</td>
<td>Civic clubs, Industrial groups, Church groups, AAU programs, Homemakers, Farm Bureau, Historical Society</td>
<td>Board of Education</td>
<td>Principal or designee</td>
<td>Usage and custodial fees, as designated in contract</td>
<td>As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.</td>
</tr>
<tr>
<td>IV - Meetings of General Public</td>
<td>General meetings of various community groups including, but not limited to, political parties.</td>
<td>Board of Education</td>
<td>Superintendent/designee or Principal or designee</td>
<td>Usage and custodial fees, as designated in contract</td>
<td>As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.</td>
</tr>
</tbody>
</table>
SCHOOL FACILITIES

Community Use of School Facilities

FOOD SERVICE
Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee.

PUBLIC ELECTIONS
School facilities may be used for public elections without charge.

SPECIAL/EMERGENCY USE
Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

Review/Revised: 6/24/13
Rental Application and Contract

CONDITIONS OF RENTAL

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Principal.

2. Rentals will be made only to responsible, organized, nonprofit groups, and responsible officers of that group must sign the application and the contract.

3. Activities shall not restrict admission or participation on the basis of race, color, national origin, sex, or handicap.

4. Conditions of that contract shall include:
   a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
   b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
   c. Agreement to observe all fire and safety regulations;
   d. Agreement that the use of tobacco products shall not occur within the building and that the use of alcoholic beverages is prohibited in school buildings or on school grounds;
   e. Observance that no immoral or illegal activity shall be allowed on the premises;
   f. The presence of school supervisory or custodial personnel designated by the Principal at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the custodian is employed beyond the normal 40-hour week that he works for the Board, overtime wages must be paid.
   g. The presence of school food service personnel when kitchen facilities are used. The hourly wage of the food service worker(s) must be included in the contract along with the social security and retirement payments required by law. If the food service employee is employed beyond the normal 32-hour week that s/he works for the Board, overtime wages must be paid.
   h. Agreement that no alterations to the buildings or grounds be made without prior approval;
   i. Agreement that no permanent signs, banners, pennants or similar items be placed in or on school buildings or grounds except by groups associated with the schools;
j. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;

k. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and

l. Agreement to leave the facilities in as good a condition as before used.

m. When facilities are to be used for non-school activities and/or activities not for the benefit of the school district, a certificate of general liability insurance naming the school board members, school employees, and school district as additional insureds shall be provided. Minimum single limit coverage $1,000,000.00.

REFERENCES:

KRS 162.055; KRS 438.050
OAG 81-295
P. L. 107-110 (No Child Left Behind Act of 2001)

RELATED POLICY:

10.3

Adopted/Amended: 12/13/1994
Order #: 173
## Application and Agreement for Use of District Property

**NOTE:** Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.

<table>
<thead>
<tr>
<th>Name of Sponsoring Organization/Activity</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative’s Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

The above organization/individual requests the use of:

- □ auditorium
- □ gymnasium
- □ dining room/kitchen
- □ stadium
- □ classroom(s) ____________________
- □ other, specify ____________________

Is the organization planning to use District-owned equipment? □ YES □ NO
If yes, specify equipment ______________________________ Operator’s Name _________________________

Is the organization planning to conduct sales on school premises? □ YES □ NO
If yes, give a complete description of what is being sold and how the proceeds will be used. __________________
____________________________________________________________________________________________

Building/school/facility ______________________________
Purpose ______________________________________________

Date(s) requested ________________________________ Time(s) Requested ______________________________

Will public be admitted? □ YES □ NO If yes, please explain ________________________________

Will advertisement(s) be used? □ YES □ NO If yes, please explain ________________________________

Will admission be charged? □ YES □ NO If yes, please explain ________________________________

When using school facilities, this organization agrees to observe the following:

1. **To schedule with the Superintendent/designee the time(s) District property is to be used.** It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.

2. **To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of $1,000,000 for bodily injury and $10,000 for property damage. A copy of the organization’s insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

3. **To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.

4. **To abide by the requirements of Board policies 05.3 and 05.31 (see attached).** Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.

5. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.
Application and Agreement for Use of District Property

For Office Use Only - To be Completed by School Official

Cost for use of District property $_______ Cost for school employee $ _______ Total cost $ ____________
Deposit $ ___________________________________________ Is deposit refundable? □ Yes □ No
Date Deposit Received __________________________ Balance Due $ ________________
Board employee(s) assigned: ________________________________________________
Board Action Date, if applicable __________________________ Board Order #__________
Date of Use ___________________________ Length of Time ______________________

FEE SCHEDULE
The organization agrees to pay the applicable fee(s) for the use of District facilities.

<table>
<thead>
<tr>
<th># of Employees Required</th>
<th># of Hours</th>
<th>Hourly Rate (Overtime at 1.5 times)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodians</td>
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<tr>
<td>Food Service Employees</td>
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<tr>
<td>Supervisory Personnel</td>
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<tr>
<td>Other _____</td>
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</table>

TOTAL PERSONNEL CHARGE


<table>
<thead>
<tr>
<th>Property Used</th>
<th>Facility/Equipment Fee</th>
<th>Personnel Cost, if applicable</th>
<th>Total Cost for Facility Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium at ______________________ school</td>
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<tr>
<td>Auditorium at ______________________ school</td>
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<tr>
<td>Cafeteria □ Dining Room □ Kitchen □ Both at ______________________ school</td>
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<tr>
<td>Classroom(s) Number _____________ at ______________________ school</td>
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<tr>
<td>Stadium at _________________________ school</td>
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<tr>
<td>Other Property at ___________________ school</td>
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</tbody>
</table>
Application and Agreement for Use of District Property

Rates for District Facility Use

(The Principal of the school may set additional charges if not specifically stated.)

ALL PURPOSE ROOM
- $30 for up to 3 hours, $5 per hour each additional hour

AUDITORIUM
- $50 for up to 3 hours, $10 per hour each additional hour

GYMNASIUM
- $50 for up to 3 hours, $10 per hour each additional hour

CAFETERIA
- $30 per hour

KITCHEN
- $50 per hour, SFS personnel must be present and paid at a rate of time and a half

KITCHEN AND CAFETERIA
- $80 per hour, SFS personnel must be present and paid at a rate of time and a half

OUTSIDE PROPERTIES
- $30 for elementary/middles schools
- $50 for high schools

______________________________    ______________________
Signature - Representative of User Group    Date

______________________________    ______________________
Signature - Superintendent/designee    Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND THE OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(s) WILL BE MADE.

Review/Revised: 7/19/11
**Reporting Form for Employee Extra Pay**

Submit this form to the Central Office within one (1) week of the event. A check should accompany this form.

Name of Sponsoring Organization/Activity _________________________________________

Representative’s Name _________________________________________________________

Facilities used by organization: □ gymnasium          □ dining room/kitchen          □ stadium
□ auditorium            □ classrooms(s)            □ other , specify __________________________

Personnel assigned to the event: □ Custodian(s)          □ Food Service Employee(s)
□ Supervisory personnel will be paid at not less than their regular hourly rate or regular
overtime pay with pay beginning 30 minutes before and ending one (1) hour after the event
or whenever the facility (including the stadium) is in good, useable order for the next day.

**SIGNATURES BELOW VERIFY SERVICE FOR THIS EVENT**

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Date of Service</th>
<th># of Hours Worked</th>
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For Central Office use only

<table>
<thead>
<tr>
<th>Employee Name</th>
<th># of Hours @ $</th>
<th>per hour Total $</th>
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Superintendent/Designee’s Signature Date

Review/Revised:1/15/08
**Public Sales on School Premises**

**SCHOOL-RELATED PURPOSE**

In compliance with the Board's prohibition of the use of school property for private business or personal gain, all sales activity on school premises must have a clear school-related purpose and must be approved by the Principal. Groups renting school facilities must indicate in their applications the nature of any sales to be conducted.

The Superintendent or designee shall develop administrative procedures governing the time, place and manner of any public sales on Board property.

Adopted/Amended: 05/20/1993

Order #: 301
Public Sales on School Premises

Public sales on school premises must be approved in accordance with Procedure 05.3 AP.1.

The rules for conducting public sales are as follows:

1. The official application for use of school facilities must be completed.
2. No sales shall be scheduled during the school day or at any time that may interfere with the school program.
3. All sales activities shall be conducted in a manner that does not threaten the safety of participants or the security of District property.
4. All sales must be conducted within the time frame and at the location designated in the contract for usage.

Related Procedures:

05.3 AP.1
05.31 AP.21

Advertising in the Schools

Definitions

Commercial advertising - Involves any communication describing a business or service other than the legal name of the business.

Community advertising – Includes any communication describing community events, programs, or activities sponsored by non-profit organizations, local/state government agencies, government services (fire, police) or other such community groups.

Advertising materials - Includes coupons, buy-one/get- one-free offers, descriptive brochures or printed materials, discounts or any other promotional items that do not benefit the holder without cost.

Backpack distribution - Indicates the system where students are given information directly to take home to share with their parents.

Commercial Advertising

Commercial advertising to promote products or services may be allowed only with prior approval of the Superintendent/designee, who shall forward notification of approval to the Principal/site administrator.

In considering each request, the Superintendent/designee shall determine if the advertisement is age-appropriate for students. Such determination shall follow review standards that prohibit language or depictions that:

- Contain profanity or obscenity;
- Are political advertisements; and/or
- Promote violence or substances or activities illegal for minors.

Commercial advertising is prohibited from being directly distributed to students through backpack distribution.

Placement of commercial advertisements on school property, such as banners and signage, shall be in keeping with Policy 05.11 and accompanying procedures.

Community Advertising

Community advertising to promote events or activities may be allowed only with prior approval of the Superintendent/designee, who shall forward notification of approval to the Principal/site administrator.

In considering each request, the Superintendent/designee shall determine if the advertisement is age-appropriate for students. Such determination shall follow review standards that prohibit language or depictions that:

- Contain profanity or obscenity;
- Are political advertisements; and/or
- Promote violence or substances or activities illegal for minors.

Community advertising may be advertised on school bulletin boards or made available for backpack distribution at the costs of the sponsoring community organization.
Placement of commercial advertisements on school property, such as banners and signage, shall be in keeping with Policy 05.11 and accompanying procedures.

**EXCEPTION**

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. However, a personal message from a parent, other individual or group offering best wishes, congratulations, etc., to a student, student group or school shall be limited to a pre-determined set of statement options, for District-sponsored or school-related group sponsored publications.

**SOLICITATIONS**

Unless authorized by the Superintendent, sales representatives, agents or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

**PROHIBITION**

Neither commercial advertising nor distribution of advertising materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent/designee.

**REFERENCE:**

OAG 68-452

Adopted/Amended: 08/18/2009

Order #: 58
Approval for Advertising

SITE ADMINISTRATOR APPROVAL
Principals/site administrators may approve or disapprove requests from nonschool groups to post on bulletin boards flyers or notices of general interest to students and/or staff, provided the information will be posted for fewer than thirty (30) calendar days.

If the site administrator is in doubt whether the request requires Board approval, s/he shall confer with the Superintendent/designee.

BOARD APPROVAL
All other requests by outside groups to advertise on District property shall require prior approval of the Board, including the following: advertising to be posted for thirty (30) days or longer and commercial advertising involving placement of permanent or semipermanent signs in athletic facilities on other District properties.

TO APPLY FOR APPROVAL OF THE BOARD TO ADVERTISE, A REPRESENTATIVE OF THE NONSCHOOL GROUP MUST COMPLETE THE INFORMATION REQUESTED BELOW AND RETURN THIS FORM TO THE CENTRAL OFFICE.

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Street Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
<td>FAX Number</td>
<td></td>
</tr>
<tr>
<td>(Area Code)</td>
<td></td>
<td>(Area Code)</td>
<td></td>
</tr>
</tbody>
</table>

Applicant represents:
☐ Himself/herself ☐ Organization (specify) ____________________________________________

Type of advertisement ____________________________________________
Time period requested ____________________________________________

IF THIS APPLICATION IS APPROVED, THE APPLICANT SHALL BE RESPONSIBLE FOR REMOVING ALL ADVERTISING MATERIALS AT THE END OF THE TIME PERIOD THE BOARD APPROVES.

_________________________________  ________________________
Applicant’s Signature  Date

<table>
<thead>
<tr>
<th>Date Of Consideration:</th>
<th>BOARD ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved  ☐ Denied</td>
<td>If denied, the reason was as follows: __________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date applicant notified:</th>
<th>By whom:</th>
</tr>
</thead>
</table>

Review/Revised: 5/15/2001