

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**USE OF SCHOOL FACILITIES****I. INTRODUCTION**

- A. We believe that the school facilities are integral parts of each community. It is the intent of the Board to make it available at a reasonable cost to community groups when this use does not interfere with school instructional or extra-curricular activities.
- B. The Board recognizes that rental to groups and organizations is not appropriate in all cases. Proper uses must be outlined and limitations understood. The rental cost of school facilities depends upon the nature of the organization and the intended use.
- C. MCW activities will receive priority consideration.

II. REQUESTS FOR FACILITY USE

- A. Requests for use of all or part of the school facility should be made in writing to the Superintendent including the name of the organization, purpose, date, and time of the request on the attached form. Areas for student activities may not be available for use before 11:00AM on Sundays. Setup may take place 2 hours prior as long as student participation is not needed. The Superintendent will make a determination of the "class" and appropriate rental fee.

Attachment