

Moscow School District 281

SECTION VII

(7000)

COMMUNITY RELATIONS

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SCHOOL COMMUNITY RELATIONS

(Policy Range: 7000-7099)

7000.00 Advertising in the Schools. It is not the function of the schools to be an agency for the dissemination of commercial advertising materials. Announcements or information from civic or community organizations must be approved by the Superintendent or his/her designee. (12-13-16)

7001.00 Distribution or Electronic Posting of Materials by Outside Entities. It is the philosophy of the Board of Trustees that distribution or electronic posting of non-school district materials, dependent upon the nature and content of the materials, may indicate, at the very minimum, the appearance of endorsement by the District of such materials. All materials, regardless of format, purpose, or distribution method, must be approved in advance by the Superintendent or his/her designee. This includes surveys, and other publications sponsored or created by a non-school district group, agency, person, and/or organization. Electronic posting of all community flyers is the preference of the District. (12-13-16)

In determining whether or not to allow such non-school district materials to be distributed or posted to the District's website, the following factors shall apply:

1. The material has educational value.
2. The material serves the general public's interest and does not promote a political, religious, commercial, or other sectarian purpose.
3. The material is age/grade appropriate.
4. The material is not inflammatory or defamatory and does not disrupt an orderly administration of the District's education.
5. The material does not give the appearance of being school sponsored or of reflecting the District or administration's views.
6. The material is not likely to interfere with the District's educational process, its operation, or school discipline.
7. The material is of interest or has value for students and parents.
8. The material does not create a profit for the author or sponsor.

7005.00 Public/Private Organizations in the Schools. The Moscow School District is frequently asked to endorse or approve programs sponsored by reputable public and private organizations. The programs have laudable components providing possible academic motivation and enrichment. However, to facilitate maximum use of the instructional day, public or private organizations may not use the schools during regular school hours for program offerings, promotion, or advertising. (3-26-02)

The District recognizes the right of principals to involve their respective schools in programs that support instructional programs. Therefore, these organizations offering services that are educational in nature and relevant to existing curricula may advise building principals of available services. (1-22-02)

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(7000-2)

7010.00 Memorials.

Statement of Intent and Purpose: Our District supports the desire of friends and family to provide a memorial for a deceased student, staff member, or community member, as a normal and healthy response. The District also recognizes that decisions regarding memorials made in the immediate aftermath of a death may be done without full consideration of the potential implications for the students, staff, and community. (1-22-02)

For these reasons, the Board of Trustees will establish a Memorial Review Committee to administer memorials/memorial funds and to provide recommendations to the Board of Trustees within the parameters of District policy. The Review Committee will have the authority to review all memorials at least annually and to retire memorials. (1-22-02)

The following criteria for memorials will be observed:

1. Trees or other plantings are acceptable as the only form of memorials allowing for a plaque bearing the name of the deceased and are to be planted at a designated place outside of District property.
2. One-time or perpetual scholarships or endowments must be in the form of a partnership with the District; established and maintained by the non-district partner and administered at the agreed-upon interval by the appropriate entity within the District.
3. A descriptive purpose rather than the name of the deceased must identify one-time or perpetual scholarships or endowments.
4. Memorials may not disrupt the educational process by altering the regular instructional day or that of school sanctioned activities. District facilities are not to be used for memorial services.
5. With the permission or request of the family of the deceased, students or staff may voluntarily participate in the funeral or memorial service.
6. Memorials that involve the retirement, alteration, or discontinued use of school property or school publications will not be accepted.
7. District funds may not be used to purchase, develop, or maintain memorials. (1-22-02)

USE OF SCHOOL FACILITIES

(Policy Range: 7100-7199)

7100.00 Basic Policy. It is the policy of the District that school facilities are made available to the public within the Moscow School District, under capable and responsible adult supervision, for community activities of an educational, recreational or civic nature. School facilities should be used by the citizens of the school district for the betterment of all and the best use of tax dollars. Organizations outside the Moscow School District boundaries will be given consideration on a case by case basis. (4-27-16)

Realizing that the demand for the use of facilities may exceed the capacity and to assure that district facilities best serve the public, the following rules, regulations, priorities and conditions have been established: (4-27-16)

- A. District facilities and equipment are primarily for school purposes and will not be available for public use when there is a conflict with school programs.
- B. Programs include, but are not limited to, academic, athletic, clubs and groups operating under the authority of the District.
- C. District programs will have precedent when scheduling, reserving, and use of facilities. (4-27-16)

7101.00 General Guidelines. (4-27-16)

- A. All district Rules and Regulations remain in full force and effect during the time of any rental or use. The terms and conditions of the Facilities Use Agreement shall become a part of the general rules.
- B. Facilities shall not be used unless a Facility Use Agreement has been submitted and approved.
- C. A single application for the same use over multiple dates and times is renewable on a case by case basis.
- D. Scheduling of events will occur 90 days prior to the beginning of each school quarter.
- E. Applicants must provide proof of insurance unless the requirement is waived by the superintendent or designee. The amount of insurance shall be no less than one million dollars and the Moscow School District will be designated as the secondary Insured.
- F. Kitchen facilities may be used only under the supervision of a Moscow School District cafeteria worker or approved designee. Arrangements must be made with the Director of Student Nutrition Services. (See fee schedule in appendices.)
- G. Any previously approved application may be cancelled. Facilities are not reserved until an application is approved by the Superintendent and or designee. Administration is authorized to cancel Facility Use Agreement(s) when it is apparent that such action is necessary for the best interest of the district. Violation of rules/expectations may result in immediate loss of facility use.
- H. No tampering with structural, electrical or mechanical components of any building is allowed. Decorations must be erected in a manner approved by the District. Removal must be completed immediately following the function.
- I. The use of tobacco, electric smoking devices, alcoholic beverages, or illegal drugs is strictly prohibited in all District facilities and upon all district properties.
- J. The District reserves the right to charge additional custodial fees for any use when an outside group leaves the facilities in such condition that school use is interrupted. Any

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(7000-4)

and all costs incurred by the District for damage to facilities resulting from said rental or use will be billed to the name identified on the rental form.

- K. As a general rule, facilities should be vacated by 10:00 pm unless other arrangements for a later closing time are made in advance.

7102.00 Reserved Rights of the Board of Trustees. The Board of Trustees or designee reserves the right to accept or deny any rental application. The District reserves the right to remove any facility from rental status for regularly scheduled or special custodial and/or maintenance work. (4-27-16)

7103.00 Administrative Procedures. See appendices. (4-27-16)

7104.00 Use of School Facilities. The following list provides general guidelines for use by different organizations. These are guidelines only and approval or denial will be provided by the superintendent or designee. (4-27-16)

- A. Organizations Directly Affiliated with the District: Parent Teacher Organizations, Alumni Association, Bear Boosters, and other organizations affiliated directly with the district and primarily organized to promote school or educational purposes will not be charged rental fees.
- B. Traveling Teams/Groups: Traveling teams from other schools shall be allowed to use district athletic fields or gymnasiums for practice or sleeping accommodations. Arrangements should be made with the Superintendent or designee.
- C. Other Governmental, Community Organizations and Recreational Programs: The District may enter into joint use facility agreements with other agencies for efficient sharing of resources. The terms of such agreements will describe the requirements for payment of fees and procedures for scheduling and use of facilities.
- D. Non-Profit Groups whose activities directly serve school aged children: Activities must be educational or recreational and directly benefit school-aged children. (Rental fees, custodial fees, and technician fees may or may not be waved dependent upon the activity.)
- E. Public Use: Use by community groups and organizations is encouraged when it is of direct benefit to the community and does not conflict with a school district activity or a previously established use agreement. Rental fees, custodial fees, and technician fees will be charged.
- F. Partisan, Political, Sectarian purposes: School facilities, buildings, and equipment may not be used by any group, which in the opinion of the Board of Trustees, advocates the overthrow or change of government by force or discriminates on the basis of sex, age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, gender identity, cultural background, socioeconomic status, or geographic location. Although temporary use of the facilities for political purposes or secretarian use will be granted, it will never be construed as endorsement by the Board of Trustees or its administration of the view of the group seeking such usage.
- G. Summer and Holiday Break: Requests for district facilities during break periods are discouraged due to district maintenance and cleaning. (4-27-16)

COMMUNICATIONS

(Policy Range: 7200-7299)

7200.00 Basic Policy. The Board believes it is the responsibility of each Board member, as well as each employee of the District, to actively pursue a two-way communications program that highlights the educational opportunities in the District and promotes effective school/home/community partnerships. (1-22-02)

The Board recognizes that citizens have a right to know what is occurring in their District; that Board members, administrators, and teachers have an obligation to see that all publics are kept informed; and that the District will benefit from ensuring that audiences receive all information, directly from the District. (1-22-02)

The Board therefore reaffirms its commitment to openness in relationships with its publics. The Board further believes that the citizens as well as the staff and students should be consulted and involved in the problem-solving and decision-making processes as early as possible. This involvement should be solicited actively and honestly through a wide variety of means. (1-22-02)

The Superintendent or Superintendent's designee will coordinate a District Communications Committee that will write, implement, and evaluate a communications plan that supports the District's Strategic Plan. The plan will address the communications to both internal and external audiences. The internal audiences are our staff, students, and Board of Trustees. The external audiences are the parents and community members. (1-22-02)

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(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)

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CHARGES FOR USE OF FACILITIES
(Policies 7100.00 – 7104.00)

Facility	½ Day (0-4 hours)	Full Day (4+ hours)
High School Auditorium	\$150.00	\$300.00
High School Gymnasium	\$ 75.00	\$150.00
Field House	\$150.00	\$300.00
Multipurpose Rooms- All Schools	\$ 50.00	\$100.00
Single Classroom	\$ 40.00	\$ 60.00
Middle School Parking Lot	\$ 25.00	\$ 50.00
Bear Stadium	\$150.00	\$300.00
Baseball Field	\$150.00	\$300.00
Tennis Courts	\$150.00	\$300.00
Kitchen Facilities	\$ 75.00	\$150.00
Board Room – District Office	\$ 20.00	\$ 40.00
Conference Room – District Office	\$ 20.00	\$ 40.00
Custodial Services	Current Hourly Rate	
Kitchen Services	Current Hourly Rate	

(1-22-02)

Moscow School District 281
REQUEST FOR USE OF FACILITIES

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(7000-9)

Organization _____

Activity _____ Date of initial request _____

Day(s) & Date(s) of use _____ Time of use _____

Building to be used _____ Doors to be used _____

Ticket costs _____ Estimated attendance _____ Proof of Insurance yes no

Please check the appropriate boxes:

- | | | |
|---|--|---|
| <input type="checkbox"/> Classroom No. _____ | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library |
| <input type="checkbox"/> Classroom No. _____ | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Multipurpose |
| <input type="checkbox"/> Classroom No. _____ | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Commons (H.S.) |
| <input type="checkbox"/> District Office Board Room | <input type="checkbox"/> District Office Conference Room | |
| <input type="checkbox"/> Other (specify) _____ | | |

Specific equipment needed:

1. _____ 2. _____ 3. _____

Other _____

I have read and agree to comply with the requirements as outlined in the Moscow School Board Policy, Range 7100-7199.

Representative's Signature

Representative's Phone Number

Representative's Address

Building Administrator's Signature

Date

- Copies sent to:***
- ___ H.S. Activities Desk (calendar)
 - ___ MMS Activities Desk (calendar)
 - ___ H.S. Activities Director
 - ___ MMS Activities Coordinator
 - ___ School Principal _____
 - ___ School Custodian _____
 - ___ Maintenance/Custodial Supervisor
 - ___ Business Manager
 - ___ Director of Student Nutrition Services
 - ___ Transportation Director
 - ___ Representative
 - ___ Classroom Teacher

- For In-District Use Only:***
- District Services:
- Custodian _____ hrs _____
 - Cook/Cooks _____ hrs _____
 - Rental fee _____
 - Other _____
 - TOTAL CHARGES \$ _____**

(12-30-04)

**Moscow School District 281
REQUEST FOR USE OF FACILITIES – FIELD HOUSE**

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(7000-10)

Organization _____

Activity _____ Date of initial request _____

Day(s) & Date(s) of use _____ Time of use _____

Ticket costs _____ Estimated attendance _____ Proof of insurance yes no

FIELD HOUSE: (Please check the appropriate boxes)

- | | | |
|--|--|---|
| <input type="checkbox"/> Main Court | <input type="checkbox"/> E. Bleachers | <input type="checkbox"/> N. Balcony |
| <input type="checkbox"/> E. Side Court | <input type="checkbox"/> W. Bleachers | <input type="checkbox"/> S. Balcony |
| <input type="checkbox"/> W. Side Court | <input type="checkbox"/> Boys Locker Room | <input type="checkbox"/> Tarp on Main Floor |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Girls Locker Room | <input type="checkbox"/> Time Down _____ |
| <input type="checkbox"/> Scoreboard | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Time Up _____ |

Specific equipment needed:

1. _____ 2. _____ 3. _____

Other _____

I have read and agree to comply with the requirements as outlined in the Moscow School Board Policy, Range 7100-7199.

Representative's Signature

Representative's Phone Number

Representative's Address

Building Administrator's Signature

Date

Copies sent to:

- ___ H.S. Activities Desk (calendar)
- ___ MMS Activities Desk (calendar)
- ___ H.S. Activities Director
- ___ MMS Activities Coordinator
- ___ School Principal _____
- ___ School Custodian _____
- ___ Maintenance/Custodial Supervisor
- ___ Business Manager
- ___ Director of Student Nutrition Services
- ___ Transportation Director
- ___ Representative
- ___ Classroom Teacher

For In-District Use Only:

ENTERED ON ACTIVITIES CALENDAR Yes No

Activities Clerk _____

Custodian _____ hrs. _____

Cook/Cooks _____ hrs. _____

Rental fee _____

Other _____

(security, supervision, etc.)

TOTAL CHARGES \$ _____

(12-30-04)