

National Model School Board Policy on Community Use of School Facilities

Version 1.0 — Released November 2025

Preface: About the Facilitron National Model Policy for Community Use

A Modern Standard for Governance and Community Access

The Facilitron National Model School Board Policy on Community Use of School Facilities is a governance-centered Board Policy designed to help school districts modernize how they manage community use of facilities. It reflects national best practices, real district experience, and the operational realities of today's environment — from safety and liability to cost recovery, equity, and transparency.

Why We Created It

Most facility use policies are outdated, vague, or overly permissive. They leave districts exposed to risk, create inconsistency across sites, and make cost recovery or enforcement nearly impossible. The Facilitron model provides the clarity, structure, and accountability districts need to govern effectively.

What This Policy Is

- A strong, prescriptive framework for modern governance
- A flexible blueprint districts can adopt, adapt, or integrate into existing policies
- A strategic foundation that pairs with Administrative Regulations and operational tools

The Four-Layer Structure

The policy is intentionally concise because it is only the top layer of a larger governance system:

- 1. Board Policy (BP)** – Establishes authority, priorities, categories, and cost recovery principles
- 2. Administrative Regulations (AR)** – Defines operational rules, processes, classifications, and documentation
- 3. Local School Guide / Site Administrator Manual (LSG/SAM)** – Translates ARs into site-level responsibilities
- 4. Terms & Conditions (T&Cs)** – Renter-facing agreement that operationalizes policy at the point of use

How to Use It

Districts may:

- Adopt the model policy in full
- Strengthen weak sections of their existing policy using components of the model
- Combine it with local language
- Use it to anchor governance reform and policy modernization

This policy is a national standard that brings clarity, consistency, and accountability to a part of school district operations that has long needed structure.

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Section 1: Policy Purpose, Governance & Legal Authority

1.1 Purpose

The Board of Education recognizes that school facilities are public assets—funded by taxpayers and vital to the educational and civic life of the community. While the primary purpose of these facilities is to support student learning and school operations, the Board supports responsible community access when such use does not interfere with educational programs or compromise safety, staffing, or facility condition.

This policy establishes a governance-based framework for community use of facilities—one that ensures equitable access, fiscal responsibility, operational sustainability, and alignment with the district’s educational mission.

1.2 Governance & Legal Compliance

The Board retains full and final authority over the use of all district facilities. The Superintendent or designee is responsible for administering this policy and may approve, deny, or revoke facility use requests in accordance with established regulations.

This policy shall comply with all applicable federal, state, and local laws governing facility use, including but not limited to:

- Equal access and nondiscrimination requirements,
- Statutory provisions specific to civic or community use (e.g., California's Civic Center Act, Texas GKD Legal, or other relevant state specific regulations),
- Liability and safety standards applicable to public property.

Districts are encouraged to consult their state education code and local legal counsel to ensure full alignment with jurisdiction-specific mandates.

1.3 Administrative Regulations

The Superintendent or designee shall maintain and publish administrative regulations aligned with this policy. These regulations shall govern the operational procedures related to facility use, including applications, documentation, fee schedules, staff assignments, safety requirements, and enforcement. Regulations may be updated more frequently than this board policy.

Section 2: Access Priorities & Rate Categories

2.1 Access Priority

District facilities shall be scheduled according to the following order of priority. These priorities determine when facilities are available for use and guide scheduling decisions when conflicts arise.



1. **District-Sponsored Activities** – Instructional, co-curricular, and extracurricular programs conducted or overseen by the district or school sites.
2. **District-Affiliated or Educational Partner Organizations** – Recognized parent groups, booster clubs, or contracted partners that directly support district programs under documented approval, charter, or agreement.
3. **Government Entities** – Federal, state, county, or municipal agencies using facilities for civic, administrative, or public-interest purposes.
4. **Community Volunteer / Open-Access Organizations** – Locally organized, volunteer-run programs that are open to all students or the general public at no cost to participants and are funded primarily through donations, not user fees.
5. **Community Program Providers (Fee-Based)** – Nonprofit or for-profit organizations that offer programs, services, or events for which participants or attendees are charged a fee, admission, or registration cost.
6. **Private or Commercial Users** – Individuals, companies, or organizations conducting proprietary, restricted, or profit-generating activities not aligned with community programming.

When conflicts occur within the same priority level, scheduling precedence shall be determined by the district based on operational needs, community impact, and submission date.

2.2 Rate Categories

Each approved facility use shall also be assigned to a rate category established by the Superintendent or designee and approved by the Board. Rate categories correspond to the classifications in Section 2.1 and define the relative fee tier and service obligations for each type of use.

Category	User Classification	Description/Intent
Category 1	District-Sponsored Use	Official district or school activities supporting the educational mission
Category 2	District-Affiliated or Educational Partners	Recognized groups or contracted partners operating under district oversight. Groups may be reclassified if they charge participant fees, conduct fundraising, or permit another organization to use facilities under their name.
Category 3	Government Entities	Federal, state, county, or municipal agencies conducting governmental functions. Rates, if any, are determined through applicable laws or interagency agreements.
Category 4	Community Volunteer/Open Access Organizations	Volunteer-run programs that serve the public or students at no cost to participants. Typical examples include local service clubs, Scouts, or community outreach events.
Category 5	Community Program Providers (Fee-Based)	Nonprofit or for-profit organizations offering community programs that charge participation or admission fees. Examples include youth sports clubs, arts academies, enrichment camps, and national testing or credentialing programs such as ACT.
Category 6	Private or Commercial Use	Proprietary or revenue-generating uses not aligned with educational or community programming. Districts may establish market-rate or premium charges for this category.



The Superintendent or designee shall publish and periodically review the district’s fee schedule identifying rates associated with each category.

Nothing in this policy establishes or guarantees a specific rate or discount.

Section 3: Cost Recovery & Financial Sustainability

3.1 Cost Recovery Philosophy

The District shall operate its facility use program in a manner that protects instructional resources and ensures long-term financial sustainability.

Community access to district facilities is encouraged when it aligns with the district’s educational mission and does not impose uncompensated costs on school programs or operations.

Facility use fees are intended to recover the reasonable direct and indirect costs associated with such use while maintaining transparency, equity, and fiscal accountability across all user groups.

3.2 Definition of Costs

Facility use costs include, but are not limited to:

- Custodial and staffing labor (including overtime or minimum call-in periods)
- Utilities (HVAC, lighting, water, etc.)
- Consumables and supplies (toilet paper, soap, trash liners, etc.)
- Administrative overhead (permit processing, invoicing, documentation review)
- Capital costs, including facility depreciation, equipment replacement, and long-term maintenance associated with community use
- Wear and tear or extraordinary maintenance for high-impact uses (e.g., fields, gyms, auditoriums)Administrative regulations may define default rate schedules or conditions under which certain costs are waived, discounted, or escalated.

The Superintendent or designee shall maintain documentation supporting these cost components and align rate development with current labor contracts, utility rates, and operational conditions.

3.3 Rate Development and Review

Rates and service charges shall be developed from documented costs, applied consistently across rate categories, and reviewed regularly to ensure accuracy and fairness.

The Superintendent or designee shall:

- Maintain a schedule of rental rates and associated service fees;
- Review and update rates at least once every two years;
- Adjust rates as needed to reflect changes in operational costs, labor agreements, or policy updates.

When an event or program is supported by dedicated funding (such as elections, emergency operations, or state- or grant-funded initiatives), the District should seek reimbursement or cost-sharing through interagency agreement before approving reduced or waived fees.



3.4 No Subsidization Without Deliberation

The District shall not subsidize community, government, or commercial use of facilities unless such subsidy has been:

- Explicitly authorized by the Board,
- Tied to a documented public benefit or strategic initiative, and
- Reviewed for potential cost offsets, grants, or funding sources.

(Procedures for requesting and documenting board-approved fee waivers are defined in the Administrative Regulations and supporting implementation materials.)

Any approved subsidies shall be recorded, tracked, and reported annually in accordance with Section 6 of this policy.

3.5 Transparency and Accountability

The Superintendent or designee shall maintain public access to the District's facility-use fee schedule and rate documentation.

The District shall communicate clearly what each fee covers to promote community understanding and trust.

Principles in this section are implemented through corresponding Administrative Regulations, which detail rate-setting procedures, cost documentation, and reporting requirements.

Section 4: Application & Documentation Requirements

4.1 Application Process

All requests for community use of district facilities shall be submitted through the district's designated facility use system. No verbal agreements, side arrangements, or informal bookings shall be considered valid or binding. Applications must be submitted with sufficient advance notice as defined in the district's Administrative Regulations. Late or expedited requests may be subject to additional review, fees, or denial based on operational feasibility. Only complete applications — including all required documentation — will be eligible for review and approval. Payment, where required, shall be made in accordance with timelines defined in the Administrative Regulations after approval of the request.

4.2 Documentation Requirements

All applicants shall provide documentation appropriate to their user and rate category. At minimum, each application shall include:

- Certificate of general liability insurance meeting district-established minimum coverage thresholds and naming the district as an additional insured;
- Event description, dates, times, and estimated attendance;
- Contact information for the designated on-site responsible party or event supervisor;
- Disclosure of any participation fees, admission charges, or fundraising activities associated with the event;



- Safety and supervision plan, including emergency procedures; and
- Any additional documents required by the district (e.g., program materials, rosters, or proof of organizational status).

The district reserves the right to request supplemental information to determine appropriate classification, staffing requirements, or risk level.

4.3 Verification and Approval

District personnel are authorized to verify application details, confirm user eligibility, and determine the appropriate rate category. Incomplete, inaccurate, or misleading applications may be denied, reclassified, or revoked. Use of district facilities without an approved permit constitutes unauthorized access and may result in suspension of privileges or financial liability for resulting costs or damages.

4.4 Permit Validity and Conditions

A facility use permit becomes valid only when the application has been approved by the district, all required documentation has been received and verified, applicable fees have been paid according to district timelines, and required insurance coverage remains active through the event date. Permits are non-transferable; users may not assign, sublet, or allow other organizations to use district facilities under their name or permit. Violations may result in immediate termination of the event and loss of future access privileges.

4.5 Digital System of Record

All facility use applications, permits, communications, and payment records shall be processed and maintained within the district's designated digital system of record. This system shall serve as the official record of facility use activity and support transparency, accountability, and institutional memory across changes in staff or leadership.

Procedures for submission deadlines, insurance verification, and appeal processes are detailed in the Administrative Regulations.

Section 5: User Conduct, Enforcement & Revocation

5.1 Standards of Conduct

All users of district facilities shall conduct themselves in a manner consistent with the values, policies, and legal responsibilities of a public school district. Expected conduct includes respectful behavior toward staff, students, guests, and neighbors; responsible stewardship of facilities, equipment, and grounds; and compliance with all posted rules, safety protocols, and district directives.

The possession or use of alcohol, tobacco, vaping products, illegal substances, weapons, or hazardous materials is prohibited. Disorderly, unsafe, disruptive, or discriminatory behavior is likewise prohibited. Violations may result in immediate removal from district property and loss of future access privileges.

5.2 Supervision & On-Site Responsibility

Each approved user group shall designate an on-site responsible party or event supervisor who must be present for



the entire event. The event supervisor shall maintain control over participants and spectators, ensure compliance with district policy, and serve as the point of contact in the event of an emergency, damage, or complaint. Failure to provide adequate supervision may result in suspension or revocation of use privileges.

5.3 Enforcement Authority

District personnel—including custodial staff, security officers, and designated event supervisors—are empowered to enforce the terms of this policy and all associated regulations. They may request corrective action, document violations, or suspend activity on-site if conditions warrant. Serious incidents or repeated violations shall be referred to district administration and, when appropriate, to law enforcement.

5.4 Infractions & Consequences

Violations of this policy or related administrative regulations may result in one or more of the following actions, depending on severity and prior history:

- Immediate suspension or termination of the event;
- Assessment of financial liability for damages, staff time, or remediation;
- Temporary or permanent revocation of current or future facility-use privileges;
- Referral to the Superintendent or Board for further action in cases of egregious misuse or repeated noncompliance.

All incidents shall be documented in the district's digital facility-use system to maintain accountability and support consistent enforcement across sites.

5.5 Appeals

Users may submit a written appeal to the Superintendent or designee within 10 business days of any denial, suspension, or revocation of access. Appeals shall be reviewed based on available documentation, prior use history, and alignment with the intent of this policy. The Superintendent or designee shall issue a written decision within a reasonable timeframe, which shall be considered final.

Implementation details, including incident-reporting procedures, coordination with district security, and documentation protocols, are set forth in the Administrative Regulations.

Section 6: Transparency, Reporting & Continuous Improvement

6.1 Public Access to Information

The District shall make information about community use of facilities readily available to the public upon request, ensuring that applicants and community members can access accurate and up-to-date information about facility use policies and procedures.

6.2 Annual Facility Use Report

The Superintendent or designee shall prepare and present an annual facility-use report to the Board of Education.

At minimum, the report shall include:

- Total number of facility-use requests and approved events by category;



- Total revenue generated and total fees waived or subsidized;
- Summary of incidents, violations, or claims related to facility use; and
- Observations on operational trends, challenges, and successes.

The report shall be placed on a public Board agenda and made available through the District’s website.

6.3 Policy, Program and Audit Review

The Board shall review this policy, and the Superintendent or designee shall review related Administrative Regulations and the overall facility-use program at least once every three years—or more frequently as needed—to ensure alignment with law, operations, and community needs.

This review shall include analysis of usage data, cost recovery performance, and equity of access across sites and user categories. The Superintendent may also commission a Facility Use Audit or equivalent evaluation to assess program effectiveness, policy compliance, and opportunities for improvement.

Findings from such reviews shall be presented to the Board and used to inform future updates to policy, rates, and operational practices.

6.4 Commitment to Continuous Improvement

The District shall use facility-use data, staff feedback, and community input to continually refine its governance and operational practices. Findings from annual reports and periodic audits shall inform updates to rate structures, user classifications, and administrative procedures. Any resulting policy or procedural changes shall be communicated publicly to maintain transparency and trust.

6.5 Integration with Strategic Planning

Facility-use reporting and review cycles should align, where practical, with the District’s annual budget and strategic-planning processes. This alignment ensures that community-use operations support the District’s broader educational and fiscal goals.

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