

It is the policy of the Lordsburg Board of Education to permit as wide a use of school facilities for civic, educational, charitable, and recreational purposes as may be consistent with the Board's first priority; educating children of the community in well maintained facilities with healthful environments.

Individual and/or organizations using school facilities shall be required to provide evidence of liability insurance coverage.

The use of any school facility shall be arranged through the person responsible for that particular building. Facilities located on individual campuses are the responsibility of the building principal of that school. The cafeteria manager is responsible for the district cafeteria.

Procedures as listed are to be followed by an individual/organization requesting to use school facilities.

1. A written request must be made to the person whose responsibility includes governance of the facility requested for use.
2. The request must be made on the appropriate form and submitted to the facility supervisor one week in advance of the date for which use of the facility is requested. Forms are available at each facility site.
3. Payment of fee and proof of insurance requirement must be met prior to approval for use of the facility.
4. Proof of insurance and fees are to be made to the building supervisor.

The party making arrangements for use of any school facility or grounds shall agree to reimburse the Board of Education for damages to any school property while it is under his/her jurisdiction.

The Board of Education shall not accept responsibility for supervision of activities by non-school groups and requires that such groups provide adequate supervisory personnel for all activities occurring while the facility is under their jurisdiction.

The use or presence of intoxicating beverages, controlled substances, or tobacco on school premises is prohibited. Additionally, these controlled substances or alcoholic beverages are not permitted within three hundred (300) feet of the building being used. Disorderly conduct is likewise prohibited on school grounds and in all facilities. Consumption of food and drink shall be at the discretion of the supervisor who gives permission for use of the facility.

The individual or organization making arrangements for the use of any school facility or grounds shall agree not to hold the district liable for damages incurred during use of said facility or grounds.

The building supervisor and/or Board of Education reserves the right to revoke approval for use of any facility at any time, although prior consent has been given.

When special school equipment, such as speakers, sound equipment, etc. is used in conjunction with the school buildings, school personnel must be employed to operate and supervise the use of such specialized equipment.