

USE OF SCHOOL PROPERTIES

The Board of Education recognizes school buildings and equipment are public property, and permission should be granted for legitimate non-school public use. It is understood that regular school activities shall have preference in scheduling use of facilities, and all permits are issued under the guidelines and rules of the Board of Education and Missouri school law.

Information and application for the use of playground and buildings may be obtained from building administrators or the director of facilities.

Definition of School Properties

All buildings, grounds, and property, real or personal, owned by the District, or any item of equipment or real property loaned or leased to the Board of Education shall be deemed as school property.

Permit Eligibility

Permits may be issued to those groups and individuals that are within the Pattonville School District and a majority of the participants are District residents. It may be required for organizations to provide the School District with a copy of their charter or incorporation documents, and a complete up-to-date membership roster listing names and addresses of their total membership. Employees of Pattonville School District may request the use of district facilities. Non-Residents may be granted permits for the Planetarium/Observatory, the Community Auditorium Facility, and when there is a direct benefit to the Pattonville School District.

Rental and Service Charges

The Board, having charge of the school houses, buildings and ground appurtenant thereto, may allow the free use of the houses, buildings and grounds for the free discussion of public questions or subjects of general public interest, for the meeting of organizations of citizens, and for any other civic, social, and educational purpose that will not interfere with the prime purpose to which the houses, buildings, and grounds are devoted, or the Board will require additional expenses to be paid by the organizations or persons who are allowed the use of the houses, buildings, and grounds. All persons upon whose application or at whose request the use of any schoolhouse, building, or part thereof, or any grounds appurtenant thereto, is permitted as herein provided shall be jointly and severally liable for any injury or damage thereto which directly results from the use, ordinary wear and tear excepted.

For the purpose of clarification and guidance, **with the exception of the Planetarium/Observatory and the Community Auditorium Facility (see Procedure KG-R-2)**, the Board of Education has designated the following as no charge/charge functional groups.

Charges for use of facilities may not apply to:

1. Committees, organizations within the Pattonville School District.
2. Chartered civic service organizations within the Pattonville School District.
3. Organized youth groups sponsored by responsible civic or service organizations within the Pattonville School District.

Charges for use of facilities will apply to:

1. Any group, committee, organization, or civic group using the facility for the purpose of fund-raising, unless the funds raised are ultimately for the benefit of the Pattonville School District.
2. Any group, organization, or committee organized for the purpose of making a profit.

All charges will be at the rate approved on District Form PSDM/3, as revised. Distribution of all PSDM/3 forms will be as follows:

Original - Provided to the applicant.

Second copy - Maintained on file in the building administration office.

Third copy - Forwarded to the Facilities office for review and final approval. This copy will be maintained in suspense until all fees are collected, and then placed in permanent record file.

Adopted: January 26, 1982

Revised: June 14, 1988

Revised: April 22, 2003