

## REGULATION

## REGULATION

COMMUNITY USE OF  
SCHOOL FACILITIESFILING PROCEDURES FOR REQUESTING THE USE OF  
EQUIPMENT/FACILITIES DISTRICT FACILITIES, GROUNDS AND EQUIPMENT

~~A request~~ All requests for the use of a district facility, grounds and/or equipment is made at are submitted to the campus principal on which the facility is located or the equipment is stored at least two (2) weeks before the date of the requested use.

The campus principal ~~of the campus involved~~ shall review the submitted request form, ~~checking to be certain~~ ensure that the applicant has filled in all of the ~~necessary~~ required information and has signed and dated the form. The principal shall forward the completed request form to the Support Services Department, District Office. ~~If approval is not recommended, the request shall be forwarded with an explanation.~~

~~If given approval by the District Office, costs and evidence of requirements are to be confirmed and the requests returned as indicated below.~~

- ~~• The request form is sent from the District office back to the principal once acted upon. The principal is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reason.~~
- ~~• If costs are involved, the principal asks the applicant to sign a form specifying the fees.~~

If the request is approved by the Support Services Department, the applicant and the campus principal will be notified immediately by the Support Services Department and informed of applicable charges, if any. All charges must be paid in full by the applicant to the district Finance Department no less than five (5) days prior to the date for which the facility and/or equipment was requested.

If the request is denied by the Support Services Department, the applicant and the campus principal will be notified immediately by the Support Services Department, along with the reasons for the denial.