



# LOSS CONTROL BULLETIN

## COMMUNITY USE OF SCHOOL FACILITIES

School buildings and facilities are usually viewed as a community resource and are many times used by outside groups for a variety of activities when school is not in session. To help avoid damage to school property and reduce liability exposures, every school district should establish formal policies and procedures for use of facilities. Although situations and needs vary greatly, a good facilities use policy should contain the following elements.



**Permitted Groups and Activities** – Establish what types of groups and activities will and will not be allowed to use school facilities. Be careful not to use criteria that could be viewed as illegally discriminatory. Consult legal counsel when setting terms of use.

**Permit Procedure** – Every outside user of school facilities should be required to furnish information about the group and the event including the name of a contact person who is responsible for the activity. A fee schedule (if applicable) should also be established.

**Rules and Regulations** – There should be no misunderstanding on the part of the user when it comes to the rules of the facility. Decide what rules apply to your facility and put them in writing. Furnish a copy of the rules to the user's representative at the time of the permit application.

**Insurance Requirements** – Keep in mind that every event that occurs on school property has some level of liability for the school district. Establish insurance requirements including certificates of insurance and hold harmless agreements.

Of course, not all groups that use your facilities can be expected to furnish insurance policies. Many school districts categorize users and establish insurance requirements for each group based on potential exposures.



**Security** – Make sure your buildings and grounds are as secure as possible. Try to contain the event or activity to only the area required and find ways of securing the rest of the facility from unauthorized entry.

If you would like to establish or upgrade your facility use policy, sample forms and procedures are available.