

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 SCHOOL – COMMUNITY RELATIONS

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5 Series 1000

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7 Policy Title Use/Rental of School Facilities Code No. 1003.10

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10 Requests for the use or rental of school district (“District”) facilities, buildings and/or
11 grounds shall be directed to the individual building facilities coordinator (“Coordinator”) at
12 the desired location. The Coordinator for individual schools and attached grounds shall
13 be the building principal (or his/her designee). Approval will require that the activity be
14 deemed appropriate and in the best interest of the District and its students. Persons
15 occupying District facilities shall be required to abide by all applicable District policies
16 and procedures.

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18 The District reserves the right to deny, refuse to renew, or cancel any rental agreement if
19 any of the requirements set by the District are not satisfied.

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21 A Rental Usage Agreement (the “Agreement”) executed between the District and the
22 group using the facility, and delivery of the District’s “Hold Harmless & Indemnity
23 Agreement” and certificate of insurance, will be required for each rental. Government
24 entities are covered under Idaho Code. All rent, deposits, and agreements shall be
25 provided to the Coordinator who shall forward them to the Assistant Superintendent.

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27 Where applicable, the Superintendent or the Superintendent’s designee has the
28 authority to change rental rates, establish priorities, determine frequency of use, and
29 grant or deny requests. Fees for the use of District facilities and related equipment shall
30 be as set forth from time to time by the Board of Trustees in Policy Code No. 1003.20.
31 Municipal recreation programs shall pay fees as established by a separate
32 Memorandum of Agreement. If deemed necessary by the Coordinator, custodial and
33 other related use fees may be required even though other rental fees are waived.

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35 Individuals and organizations shall be allowed to rent the facilities on a weekly recurring
36 basis, but are limited to a period of ten (10) weeks at a time. If an extension of the
37 agreement is desired, a written request must be made to the Superintendent or designee
38 prior to any extended use. Religious groups that use facilities on a regular, on-going
39 basis will be allowed to use the facility for a period of 12 continuous months before a
40 written request for an extension is needed. Priority should be given to: a) individual
41 building needs; b) needs of students from said building; c) events that are in season
42 should receive higher priority; and d) out of season requests will be met on a space
43 available basis.

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45 If any question arises as to this policy, rental fees or administrative guidelines, a
46 conference with the Superintendent or designee may be requested.

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48 In consideration for use of District facilities by non-school sponsored groups, it shall be
49 our policy to review the nature of the program request. If it is not deemed appropriate or
50 in the best interests of our students the administration, and school board, the request will
51 be denied.

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53 The Board of Trustees does not normally recommend school facilities be used for
54 funerals or memorial services. Upon request from the immediate family, schools may be
55 used for funerals or memorial services on Saturday or Sunday, or when school is not in
56 session during the summer or holidays.

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63 Date of Revision:
64 01/12/10; 04/12/11

Legal Reference: Code of Idaho
I.C. §33-601