

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3613

USE OF DISTRICT BUILDINGS, GROUNDS, AND EQUIPMENT BY NON-SCHOOL GROUPS

Summary of Sections

I.	General Guidelines	Page 2
II.	Restrictions	Page 4
III.	Priorities	Page 6
IV.	Use of Grounds	Page 6
V.	Use of Kitchens	Page 7
VI.	Use of Administration Buildings	Page 8
VII.	Charges for Use District of Facilities	Page 8

I. General Guidelines

A. Primary Use

The primary use of all resources of the Clark County School District ("District") shall be for the support of the basic instructional program. The District administration reserves the right to revoke any permit immediately, if the need arises. Notice shall be given, in writing, to the group which filed the initial request as soon as possible. The individual ultimately responsible for the use and care of each District facility is the site administrator. In order to fulfill that responsibility, the site administrator or designated administrator decides initial approval or denial of each application for facility use, based on the description of the activity, the availability of the facilities requested, and the availability of qualified District employees who will accept the responsibility of the duties to oversee the facility during the activity.

B. Other Uses

All use of District property is subject to all sections of this regulation unless:

1. The use is for a program funded by the District with revenue/expenses accounted for by the Business and Finance Division.
2. The use is subject to interagency agreements between the District and other public agencies. Such agreements shall be subject to the requirements of Chapter 277 of the Nevada Revised Statutes and are subject to Sections II through VII of this regulation.
3. The use is subject to agreements between the District and other private/public agencies. Such agreements shall be subject to approval by the Superintendent or designee.
4. The outside group is a professional educational association who may utilize District facilities at no cost when activities include District administrative, teaching, or support staff; participants are not charged for attending; and when approved by the Superintendent or designee.

C. Indemnification

Any group, agency, or organization (group) using District property shall hold harmless and indemnify the District, the Board of School Trustees, the individual members thereof, and/or all District employees for any and all losses, damages, harm, liability, cost, or expense, financial or otherwise, resulting or arising from, during, or as a result of any negligent or intentional action or inaction, error, and/or omission of its group members, agents, employees and/or volunteers in the use of a District facility or in their direction of District employees. In addition, the group, agency, or organization (group) shall defend the District, the Board of School Trustees, the individual members thereof, and/or all District employees and assume all costs, expenses, and liabilities of any nature to which the District may be subjected as a result of any claim, demand, action, or cause of action arising out of the use of a District facility by any group, agency, or organization (group).

D. Insurance Coverage

The group, agency, or organization (group) shall be responsible for maintaining insurance coverage in force for the life of the agreement. The insurance company must be licensed to write such insurance in the state of Nevada. The coverage required will be, at a minimum, General Liability Insurance including bodily injury, personal injury, and property damage with limits of at least \$1,000,000 per occurrence. Clark County School District, with the address of the Risk Management Department, must be named on the policy as an additional insured. The group, agency, or organization (group) must provide the site administrator with certificate(s) of insurance and additional insured endorsement, verifying coverage, at the time of application. The insurance carrier shall give the District a thirty-(30) day written advance notice of any termination, expiration, and any and all changes in coverage. Deductible and self-insurance retention shall be declared in the certificate(s) of insurance. The liability insurance may be provided under primary policies or by a combination of primary and excess policies. The Risk Management Department will be the final authority in determining if insurance coverage is adequate.

E. Supervision

There must be adequate adult supervision for all usage.

F. District Staff On Duty

A District employee must be on duty at all times when a District building or utilities are required as part of the event. The site administrator will determine the number and qualifications of any additional District employees assigned to the event. All District employees must be compensated according to their negotiated labor agreement and paid through the District payroll system.

G. Receipt and/or Temporary Storage of Supplies and/or Equipment

If the use of a school facility by an outside group involves the receipt and/or temporary storage of supplies and/or equipment for the benefit of the group, this information must be included as part of the application. The District will not accept responsibility for loss or damage to such items while stored at the facility.

II. Restrictions

A. Gambling: Except as allowed by the applicable provisions of the Nevada Revised Statutes, no organization, public or private, shall be granted use of school properties, either sites or buildings, for any unauthorized gambling activity for personal gain.

B. District facilities may not be used:

1. To further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States or any state by force, violence, or other unlawful means.
2. For unlawful activities.
3. In a manner which is disruptive or disorderly, or which would cause others to be disruptive or disorderly.
4. For dormitory purposes by any outside groups.
5. For non-Clark County School District activities involving public renditions of music as more specifically defined by Clark County Ordinance (Chapter 6.65, Section 6.65.020), which are staged by promoters, tour agents, producers, or other individuals or organizations where members of the public are admitted.

- C. No group can subrent or front for another group that will actually use District property except as otherwise authorized under District Regulation 3613.1.
- D. In no case shall the activity hours be scheduled or planned to extend beyond 11 p.m.
- E. It is the policy of the District that using, smoking, or carrying lit tobacco products, “vapor” or “e-cigarettes”, tobacco devices, or smokeless tobacco products is prohibited at any time on District property and at any school activity sponsored by the District. In addition, there will be no drinking or carrying of alcoholic beverages; and no possession, consumption, and/or distribution of drugs other than as prescribed by a physician. Refer to CCSD Regulation 4380.
- F. The following activities are prohibited:
 - 1. High risk activities such as:
 - a. Carnivals (this prohibition is not intended to apply to non-professional carnivals put on by school-affiliated groups such as PTAs, PTOs, and PACs which provide insurance per Section I(D)
 - b. Circuses
 - c. Animal shows or similar traveling shows
 - d. Hot air balloons
 - e. Skydiving
 - f. Helicopter or any other aircraft involvement
 - g. Animal or motor-driven carts and trailers
 - h. Super slide or other inflatable apparatus
 - i. Jumpolines
 - j. Dunk tanks
 - k. Any apparatus that does not meet District standards
 - l. Any other activity that may, as determined by the site administrator or the Risk Management Department, jeopardize the health and safety of participants

The above list is not all-inclusive. For activities not specifically addressed within the regulation, the site administrator should consult with the Risk Management Department prior to approval.

- 2. Fireworks or other pyrotechnic displays, and other activities in violation of applicable fire codes.

3. Activities involving the use or discharge of weapons.
4. Activities likely to result in damage to District property.

G. An outside group may only use nonflammable decorations which are not permanently affixed to the facilities and which may be removed without damaging the facilities. The outside group is responsible for removing all decorations and signs after each use. Exterior signs require the site administrator's approval.

III. Priorities

Groups applying for the use of facilities should be aware of the possibility of cancellation when a conflicting need arises for use of the facility for school activities and educational programs. In the case of inclement weather, required maintenance, or required construction, the site administrator may deny the use of a playing field on a given date.

IV. Use of Grounds

- A. All use of grounds is subject to all sections of this regulation with the exception that a responsible District employee is not required to be on duty unless access to a building or use of utilities is required.
- B. Permanent installations which alter any grounds or playing fields are prohibited.
- C. Proposed installation of any equipment, layout of fields, or other changes in existing conditions must be included in the application for use. Approval for such use is subject to revocation at any time. Written applications for such installations must contain detailed plans, materials, designs, and locations.
- D. Groups may not dig holes or drive stakes that will damage the grounds. Heavy mechanical equipment shall not be brought on the grounds except on driveways and parking areas. Only portable-type booths or equipment can be used. Portable booths and equipment shall be removed immediately after the activity.

- E. The installation of temporary fences and portable relocation buildings is subject to the discretion of the site administrator in consultation with the Director of Student Athletics with the understanding that these fences and buildings are subject to removal at any time. Written applications for such installations must contain detailed plans, materials, designs, and locations.
 - F. Motor vehicles shall be parked only in designated areas.
 - G. No item shall be placed on any multisurface if such placement will damage the playing surface.
 - H. Lines shall not be painted on tennis and multi-use courts or any other paved surface.
 - I. If the site administrator approves concession stands, all products must be served in or on disposable containers. No glass containers of any type are permitted. Groups using the grounds must leave them as clean as they were found. All trash and litter must be properly disposed of.
- V. Use of Kitchens
- A. Use of kitchen facilities in schools is subject to all sections of this regulation.
 - B. Kitchen facilities may be used only by school-sponsored or affiliated groups.
 - C. Requests for the use of school kitchen facilities shall be submitted to the designated site administrator who will coordinate the request with the facility food service manager.
 - D. The applicant shall provide all necessary information on a Use of Food Service Kitchen Facilities form (CCF-411) available from the Food Service Department.
 - E. Each group shall be responsible for obtaining all necessary food and supplies for its activity. Food and supplies cannot be billed or charged to the District.
 - F. Use of any equipment must be under the supervision of a qualified District food service employee. The provision also applies to any out-of-District catered event.

- G. The organization requesting the use of the facilities and the signer(s) of the application will be held responsible for any damage to the kitchen or equipment and any missing supplies or small wares.
- H. The requesting organization is responsible for returning the kitchen to the state of cleanliness that meets District standards.
- I. Any out-of-District catering services hired to serve food and using the school kitchen must be approved by the Director of the Food Service Department.
- J. Food service personnel will not accept any payment or goods/services in lieu of payment from the outside group for any work required by this section related to the usage of District facilities or equipment.

VI. Use of Administration Buildings

An outside group using administration buildings of the District is subject to all policies and procedures in this regulation.

VII. Charges for Use of District Facilities

The use of District facilities or other property by outside groups must not impose increased financial impact or unreasonable additional staff time on the District unless specifically approved by the Superintendent or designee. See current fee schedule for pricing.

Legal Reference:	NRS 393, School Property
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