

Provo City School District
Policy Series 6000: Finance and Operations



Policy No. 7260

Building Safety and Security: Use of and Signage on District Property

Although all district property belongs to the community in a broad sense, district property is owned by and is the responsibility of the Provo City School District. As such, the District has both the right and responsibility to ensure proper treatment of all district buildings and grounds.

Public use of all buildings, grounds, and properties owned and operated by Provo City School District is permitted, assuming the following general guidelines are followed.

- 1) All school district properties are first and foremost for the educational purposes and use by students in the district. Educational program use will take precedent over community events, and community events must be organized according to Policy 6810 Provo School District Facility Rental. “School use” is defined as a scheduled, approved event to take place on school grounds. “Community use” is defined as approved, reserved times when community groups may use the facility/grounds.
- 2) Generally, school properties are not available for public use during the school day.
- 3) Rentals for *athletic purposes* or other additionally must be handled per policy/procedure 6810 P1:
 - a) For high schools, field/building rental must be secured in advance directly with the school.
 - b) For elementary and middle school outdoor field use in the district, community athletic teams and individuals must make such arrangements and reservations through the Provo City Parks and Recreation department. Any request for indoor/building use must be made in advance directly with the school.
 - c) Any person, group, league, or team who has not made appropriate reservation arrangements may be directed to leave the property, and/or may be cited for trespass, and/or reported to the police. The person, group, league, or team may be denied future use for not following this standard, and/or if any damage to district property is caused. (For example, cutting locks/chains to soccer goals, etc.) The district reserves the right to take legal action against any person or organization found in violation of this standard.
- 4) Incidental public use of grounds is permitted for those who reside within the geographical boundaries of the school district. With increasing concerns about security and safety for students, “incidental public use” includes activities such as individuals or small groups walking on a track, using a tennis court, or playing on a field, as long as:

- a) The activity is not during school hours/activities, during the day or in non-school hours, if there is confluence with students or if there is conflict with a school event. Hours will be set at each school site prior to the school day and after the school day for public access.
 - b) No damage occurs to the property through “incidental public use.”
 - c) Restrictions on community use may occur when there is maintenance work being conducted on facilities of grounds and / or due to the need to manage safety issues. Use may be restricted if there is a foreseen risk of damage to the property.
- 5) The school district will post signs on school property to protect the property and the safety of students and patrons. Signs with messages about permissions, restrictions, limitations, etc. are expected to be respected and honored.
- 6) No use by anyone for any reason will be permitted or tolerated when a field is marked “Closed” due to repairs being done to the field. (Re-seeding, irrigation repairs, etc.).

School district employees, students, and community members are advised that all school properties are subject to video surveillance.

The Board directs the superintendent to develop administrative procedures, rental fee schedules, and related processes as applicable to administering the non-commercial use of school district facilities at times of day when they are not in use by district programs.

Authorization for use of school facilities will not be considered as an endorsement or approval of the activity, group, or organization.

Please also see Policy/Procedures 6810 Provo School District Facility Rental.

Legal References:

Utah Code 53G-7-209

Use of public school buildings and grounds as civic centers

Approved by Board of Education: October 9, 2018