

William S. Hart UHS District

Administrative Regulation

Community Relations

AR 1330.31(a)

PRIORITY OF USERS OF UNIQUE DISTRICT FACILITIES

The Governing Board recognizes that there are several unique facilities within the District. It is also recognized that as new schools are built, they may also house unique facilities which would fall under this Administrative Regulation.

The priority of users for unique District facilities will correspond to the priority of users specified in Board Policy 1330.3.

Within the first category of priority users, District-wide events will be scheduled first. The scheduling of events for District schools will occur as follows:

1. Each school which houses a unique facility will conduct a calendaring meeting each May to schedule District schools' activities.
2. The meeting will be chaired by the principal of the "home" school which contains the unique facility; the principal will be responsible for scheduling and controlling the facility and maintaining the facility's calendar.
3. All staff members from District schools who wish to use the unique facility will be invited to attend the meeting.
4. District principals will also be invited to attend.
5. Every attempt will be made to reach consensus and negotiate the calendar for use of the unique facility.

Events shall be scheduled on a yearly basis from July 1 through June 30. Requests to use a unique facility during the summer (from the first weekend following the last day of school through the last weekend before teachers return) may be received at any time and shall be honored on a first-come, first served basis. Summer use may be scheduled more than a year in advance.

No user may schedule the use of a unique facility for more than three consecutive weeks. When more than two consecutive weeks are scheduled by a single user, every attempt will be made to accommodate requests for limited use during the earlier preproduction weeks.

Users who find it necessary to cancel their scheduled use of a unique facility shall do so as early as possible. Failure to cancel within 48 hours of a scheduled event may result in a loss of priority or, in the case of direct cost and commercial users, a cancellation fee up to the cost of the first five hours of use.

Once a unique facility has been scheduled, cancellation may occur only with the permission of the scheduled user providing that all necessary terms of use have been met.

The application process for the use of a unique facility shall be the same as that described in Board Policy 1330.2.

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WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
Santa Clarita, California