



Political Party Use of School Meeting Facilities

Policy Series: 7000 Community

Policy No. 7600

Purpose

The board of education recognizes that registered political parties may use school meeting facilities for authorized political activities as provided by Utah law. This policy establishes procedures governing the scheduling, use, supervision, and care of district facilities while ensuring that school operations, student activities, and district property are protected.

Definitions:

1. *Meeting facility* means a room, auditorium, gymnasium, cafeteria, or other district space that is available for authorized public use under District policy.
2. *Registered political party* means a political party recognized under Utah law and authorized to conduct party activities in accordance with the Utah Election Code.

Use of School Meeting Facilities

Meeting facilities within district buildings shall be available for use by registered political parties in accordance with Utah law Utah Code § 20A-8-404 and this policy.

Use of district facilities under this policy shall not constitute district sponsorship or endorsement of any political party, candidate, campaign, issue, or political activity.

Scheduling Requirements

A registered political party requesting use of a district meeting facility shall follow the rental policy (Policy 6810 and its accompanying procedures) and submit a request no later than **5:00 p.m. on the last business day occurring at least thirty (30) calendar days, and no more than sixty (60) calendar days before** the requested date of use.

A request shall be denied if the requested facility has previously been reserved for another authorized use during the requested time.

District employees responsible for scheduling facility use shall, whenever reasonably practicable, avoid scheduling district-sponsored activities in the same building on the evening of an announced political party caucus meeting.

Fees

A political party using district meeting facilities shall reimburse the district for:

- Coordinating facility use;
- ~~Determining eligibility for facility use;~~
- ~~Collecting required fees;~~
- Scheduling custodial or other necessary personnel; and
- Ensuring compliance with district facility use requirements, including the reimbursement of any and all damages that may occur during the event.

Supervision

The building principal shall ensure that adequate supervision is provided whenever district facilities are used under this policy.

Each political party using district facilities shall provide sufficient adult supervision to maintain order, protect district property, and ensure compliance with applicable laws and district policies.

District facilities shall not be opened for use until the agreed-upon supervisors are present.

A district custodian shall be present during facility use to safeguard district property. Charges for custodial services shall be limited to those authorized by this policy and applicable law.

When the principal is unavailable, the assigned custodian shall have authority over the facility during the period of use.

Standards of Conduct

Individuals using district meeting facilities shall conduct themselves in a safe, orderly, and respectful manner.

The following are prohibited on district property:

- Smoking, vaping, or the use of tobacco or electronic cigarette products;
- Possession or use of alcoholic beverages or intoxicating substances;

- Disorderly, disruptive, or boisterous conduct;
- Vandalism or intentional damage to district property, including the defacing or alteration of any classroom or hallway displays or spaces;
- Unauthorized use or misuse of district furniture, equipment, or facilities; and
- Theft, misuse, or destruction of district books, supplies, athletic equipment, or other district property.

Violation of this policy may result in immediate termination of facility use, denial of future facility use, reimbursement for damages, or any other remedy authorized by law.

Legal References:

[Utah Code § 20A-8-404](#)

Board Approved: