

**COMMUNITY AND BUSINESS / INDUSTRIAL USE
OF
TULSA TECHNOLOGY CENTER FACILITIES
POLICY**

Oklahoma law encourages school districts to make school district buildings available before and after school hours for religious, political, literary, community, cultural, scientific, mechanical, agricultural, parental involvement, and other purposes of a general public interest. The purpose of this policy is to set forth the conditions under which the Board of Education authorizes the use of School District buildings.

It is the policy of the Board of Education of Tulsa Technology Center School District No. 18 that the School District's primary function and responsibility is to provide education to secondary students and adults. It is the policy of the Board that the School District shall have prior claim on use of all school facilities. However, the Board is also vitally interested in activities which support and supplement the function and responsibility of the School District.

The Board authorizes the use of School District buildings subject to the following conditions.

1. The Board requires an employee at each site to be in charge of facility use. Any organization or person desiring to use School District facilities must make arrangements for such use through this employee.
2. A standard Facilities Use Contract will be required for each use. Charges for the use of facilities will be based on the cost of items which would not otherwise have been incurred, such as utilities, custodial services and clerical expenses.
3. A fee schedule for the use of School District Facilities by outside groups will reimburse the School District for the custodial and utility expense associated with the use. The fee will be waived for one of the following categories:
 - a. Affiliation
Meeting/activity/organization is a federal, state, city, or county governmental agency or a public educational institution whose proposed use of the facilities is beneficial to the general public.
 - b. Sponsorship
Meeting/activity/organization is co-sponsored by Tulsa Technology Center; i.e. Tulsa Technology Center has formally chosen to share in responsibility/obligations for an event or meeting whether through funding or hosting an event for the benefit of the District.

- c. Special Exception
Meeting/activity/organization has a special relationship with Tulsa Technology Center and the normal fee for building usage will be waived. "Request for Special Exception" form must be signed by the Tulsa Technology Center Superintendent or his/her designee.
 - d. Program Sponsored or Conducted by the School District
The fee schedule will make no distinction between for-profit and not-for-profit organizations.
4. Within the terms of this Policy, the School District will make its Facilities available to community organizations on an equal basis and will not deny the use of its Facilities to any organization because of the political, religious, or other views advocated by a particular organization. The School District reserves the right, when deemed appropriate by the staff, to publicly state that the use of School District Facilities by an organization does not represent sponsorship of the organization or the particular use or an endorsement of the views expressed by the organization.
5. The Superintendent shall interpret and enforce all provisions of this Policy.