

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

EQUAL ACCESS

6650

6650.1 Filing of Application

In accordance with Board Policy, a student or group of students who wish to conduct a meeting on school premises before or after the instructional day, shall file an application with the principal of the school building at which the meeting is to be held.

6650.2 Contents of Application

The application shall state:

1. Name and address of the student or students and an affirmation by the person preparing the application that the student(s) has (have) voluntarily initiated the meeting.
2. A description of the type of meeting, statement of purpose, estimate of expected attendance, and a copy of any material used to advertise the meeting.
3. If a nonschool attendee is to be in attendance, his or her name and address must be furnished and the organization with whom he is affiliated, if any. If the meeting is a religious one, the nonschool attendee shall furnish an affirmation that he/she is not directing, conducting, controlling, or regularly attending the activity.
4. The name and address of a faculty monitor and affirmation that faculty member is not directing, conducting, or controlling the meeting.

6650.3 Approval of Application

The principal shall approve the meeting if the application is so filled out and if he determines that:

1. The meeting is voluntary and student initiated.
2. There is no sponsorship of the meeting by the school, the government or its agents or employees.
3. The meeting will not materially and substantially interfere with orderly conduct of the school's educational activities.

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4. Employees of the District are present at meetings (including religious ones) in a nonparticipatory capacity.
5. Nonschool persons are not directing, controlling or regularly attending the activity.
6. There is no school influence on the form or content of any prayer or religious activity during a meeting for those purposes.
7. No person will be required to participate in prayer or other religious activity during the meeting or activity.
8. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.
9. Payment to a faculty monitor is an item to be determined through negotiations between the Fairfield Education Association and the Board.
10. No employee will be compelled to attend a meeting if the contents of the speech at the meeting is contrary to his or her beliefs.
11. All forms are completed and submitted according to stated time and schedule.

Revised June 17, 1996

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APPLICATION FOR STUDENT USE OF BUILDING

Application is hereby made for use of space in the school.

1. Describe the type of meeting _____
2. Estimate of expected attendance _____
3. Names of people who will be present but are not enrolled as students in the Fairfield Area School District:

Name	Address	Organization Affiliation
_____	_____	_____
_____	_____	_____

If the purpose of the meeting is religious in nature, the people listed in this item cannot be conducting, controlling, or in regular attendance. Their signature indicates their affirmation of this intent.

Signature _____, _____, _____
_____, _____, _____

4. All meetings must have a faculty monitor:

Name	Address	Signature
_____	_____	_____

5. Enclose a statement of purpose for the meeting with this application.

I, the undersigned, affirm that I am making this request voluntarily on my own behalf.

Name _____ Address _____

Signature _____

Phone Number _____