

## **USE OF DISTRICT/SCHOOL FACILITIES Administrative Guideline**

To ensure fairness and consistency in the implementation of the Board of Education policy governing the use of school facilities, the following categories are established to determine priorities and a schedule of fees for approved users outside regular or extra-curricular programs or activities when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

### **Fee Arrangements and Priorities**

#### **A. Category 1: School Groups**

School groups are defined as those whose activities directly relate to the District.

##### **Fees for Category 1:**

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

#### **B. Category 2: Community/Nonprofit Groups**

Community groups, defined as those providing educational, recreational, and cultural activities, and government agencies will be granted second priority to available space and facilities.

Fees for Category 2

##### **(SAME AS CATEGORY 1)**

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

### **C. Category 3: Private Groups**

Private, nonprofit groups, defined as those primarily composed of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 3 users.

#### **Fees for Category 3**

Category 3 users will be charged the actual cost of the use of the facilities.

### **D. Category 4: Commercial Users**

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs will not be granted application for public facility usage.

## **SUPERVISION OF RENTED FACILITIES**

- A. Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
- B. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- C. If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- D. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

## **Applications**

Any organization or individual desiring to use District facilities shall complete an application for approval.

- A. The Superintendent or his/her designee will review each application with respect to date, time, and other arrangements and will provisionally approve or deny the

use of school facilities on the basis of Board policy.

- B. The Superintendent or his/her designee. will approve all requests. If the application is not approved, the application will be returned to the requester.
- C. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- D. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. All approvals are to be granted with this understanding.
- E. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

### **Ineligible Users**

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

### **Regulations**

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District requires payment of estimated fees in advance.
- C. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the appropriate administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. The user shall be fully responsible for all loss or damage to District property, including the property of students and employees.

- G. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the director.
- I. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the director for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- J. Buildings will normally be open thirty (30) minutes prior to the activity and for thirty (30) minutes after its scheduled end, unless other arrangements are requested on the application and approved.
- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- M. A school custodian shall be on duty whenever a facility is being used except as exempted by the director. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Nutrition Service personnel shall be required, in addition, when any cooking facilities are requested (oven, range, steamer, fryers, grills, kettles). The prevailing rate including overtime where applicable will be charged.
- N. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- O. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- P. The District will not be responsible for any loss of valuables or personal property.

- Q. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- R. Security may be required at events, in which attendance will be over 200.
- S. A walk-through can be done after an event, in case of additional charges.  
(checklist)
- T. The request must be made at least five (5) days in advance.

### **FEE FOR USE OF DISTRICT BUILDINGS**

A schedule of fees for the use of District facilities is determined annually. The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.

All other organizations or persons granted the use of District facilities shall assume the annually-determined charges, the cost of such additional staff services as required. All fees and charges are payable in advance.