

ADOPTED 5/31/12

REVISED 9/27/12

Community Use of School Facilities

It is the policy of the District to make available the use of school facilities primarily by citizens of the district. The Implementation of this policy requires both individual and community cooperation. School facilities rules and regulations under this policy shall apply to all property owned and managed by the school district and shall be in effect at all times when the school property is not in use for regular educational programs.

APPLICATION PROCEDURE

1. A person requesting use of District facilities will obtain a Facility Use Request Form from the District/School Office.
2. Complete the Facility Use Request Form return it to the District/School Office 15 school days prior to the requested event. Reasonable efforts will be made to accommodate permits received less than ten working days in advance of the proposed date(s) of usage.
3. District/School Office staff will review the form, complete the approval section and establish costs according to the Facility Use Policy.
4. The applicant will be informed by telephone, fax, or mail after approval is completed by the District/School Office. Billings will be prepared by the District/School Office for charges or fees pursuant to this policy.
5. If the request is to be denied, the requestor will be informed of the reason(s). He/She may appeal by calling, writing, or meeting with the School Director. If the director upholds the decision, the requestor may appeal to the Board Chair who will review the request and make a final decision.
6. Requests for use of equipment will utilize the same procedures and applicants will complete an Equipment Loan Request form.
7. A Facility use request form must be completed for use of kitchen facility and or equipment.
8. All organizations must furnish a Certificate of Liability Insurance.

GENERAL RULES AND REGULATIONS

1. All permits shall be revocable and shall not be considered as a lease. The Board of Education or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or pre-emption of any application/permit must have the approval of the School Director with notification to the user within 48 hours, or sooner if possible.

2. The District will attempt to provide equity in the use of its facilities after regular school sponsored uses.
3. A school district employee capable of providing for the security of the school facility must be on duty whenever building facilities are being used. Cost for the school district employee and other charges may be billed to the user.
4. Permits are non-transferable and are restricted to the stated hours and intended use of the facility as stated on the building use permit. The requester is responsible for notifying the school office when his/her group wants to make changes to a confirmed permit.
5. Permit holders are responsible for providing competent and adequate adult supervision for all activities at all time. Children will have adult supervision at all time. Failure to do so may result in a school district employee being assigned such supervision responsibilities at the user's expense. A school district building employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. Furniture and equipment owned by the district shall not be moved unless authorized.
7. All facilities of the District are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive or obscene language will not be tolerated.
8. All local and state ordinances and laws of the police and fire department must be observed.
9. Requester will be responsible for leaving the facilities in the same condition as upon arrival (including returning furniture to original configuration). The requester will be billed for emergency cleaning personnel.
10. Requester should check permanent equipment at start of usage to determine any previous damage. Such damage should be documented and shown to the building supervisor immediately. Groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.
11. Any use of recreational, audiovisual, music or other school equipment must show item approval on the Facility Use Request Form prior to use. Competent equipment operators, approved by the administration, must be available and any charge will be assessed to the permit holder.

USER GROUP CLASSIFICATIONS

To make maximum use of school facilities with a minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities will be classified as Class I through V with a Class I having highest priority for use when developing the annual master calendar. Thereafter, priority is on a first-come, first-serve basis by classification.

The classification of the group or organization is determined by its status and activity. The "community member" under this policy shall be limited to: school employee, parent of an enrolled student, or current School Board Member. The following classification criteria, listed in priority order, should be followed for the use of all facilities:

Class I - SCHOOL RELATED ACTIVITIES

All directly related school activities such as musical events, parent education events, school productions, staff meetings, community events, etc.

Class II - PUBLIC AGENCIES - Local community groups which are tax supported.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class III - NON-PROFIT - Youth Non-profit Organizations, Non-profit civic and service groups.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class IV - GROUPS IN THE DISTRICT - Individuals, groups and organizations within the school community.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class V - OUT-OF-DISTRICT GROUPS - Individuals who are not members of the school community.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed. Generally those organizations of the school will have first priority.

FACILITY USE CHARGES

Class I: No charge.

Class II & III No charge unless a fee is charged for activity or program or a fund-raising activity is being conducted and the group meets the following criteria: Volunteer driven, available scholarships, 80% of the participants would be from within the district, and foster a philosophy of including all who wish to participate.

	CLASS II & III:	CLASS IV:	CLASS V:
		Hourly Rates	(2 hr. Min.)
*Classroom	\$ 3.00	\$3.00	\$20.00
*Gymnasium	\$5.00	\$5.00	\$40.00
*Kitchen	\$8.75	Not Available	Not Available

Extra Charges

Supervisory Staff \$20/hour

Other charges for facilities not identified in this policy shall be determined when the request for facility use is made. Extra charges for air-conditioning or other special services may be added to these charges.

Other Fees

1. If special furniture and/or equipment is used for an activity, an additional charge may also be assessed. Such charge shall be determined by the School Director. A damage deposit may also be required.
2. Charges for moving furniture or equipment will be assessed the flat rate of \$25 per hour.
3. When kitchen facilities are used, the school director will determine if a district employee will be hired work the event. A special service charge could be added for equipment and supplies.
4. Other charges for facilities not identified in this policy shall be determined when the request for facility use is made.

The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.