

Abingdon-Avon CUSD #276 Use of Facilities Procedures/Guidelines

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs as listed on the below schedule.

Use of school facilities requires the Superintendent's approval and is subject to the procedures.

The Board of Education, after consideration of the costs the district has for lights, heat, cafeteria and custodial salaries to keep a building open, requires the following rental charges be prepaid.

Youth Oriented Groups

The following groups may use facilities free of charge as long as it is during hours when a custodian is normally on duty. If at another time, the group will be charged \$18 per meeting/event for a custodial fee – or, the group may request a key (see below)

Examples of groups in this category: Youth oriented groups (example: Brownies, Scouts, 4-H) for after school educational activities; Clubs/organizations whose primary purpose is to promote or raise money for the school; School Oriented Groups for regularly scheduled meetings; Youth Basketball (Boys/Girls) per participant

Youth Oriented Groups Requesting a Key

Required \$50.00 Key Deposit Returnable if meeting at a time when a custodian is not normally present or if the group requests a key for convenience

Community Service Organizations, Fraternal Groups – serving the Abingdon-Avon CUSD area

Free – one date per year

Additional Use (\$25 per event – or - \$18 per hour if event held when custodial staff not normally on duty)

Proof of Insurance required

Group IV – Community Clubs/Community Recreation Groups

\$25 per event – or - \$18 per hour if event held when custodial staff not normally on duty

Proof of insurance required

Group VI – Business, Commercial, Recitals, Reunions, Etc.

\$100 flat fee per use (5 hours max - \$18 each additional hour)

Proof of insurance required

When it is necessary for cafeteria or custodial staff to be in attendance, if extraordinary cleanup is required after an event, etc., an additional hourly salary fee will be assessed at the current union rate for the time period in question. *This will be considered on a case-by-case basis by the Superintendent.*

Abingdon-Avon CUSD #276

Application and Procedures for Use of School Facilities

To be submitted to the Superintendent

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related.

Organization name	School facility
Program/Activity	Program/Activity dates and time
Equipment needed	Materials to be brought into facility
Room arrangement, including decorations	Food service required

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- Only the cafeteria, auditorium, Hedding meeting room, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*

2. All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
- Supply a certificate of insurance verifying that the group maintains adequate insurance coverage against bodily/personal injury and property damage. Coverage will be for not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Higher limits may be required and shall be at the sole discretion of the District. Said certificate of insurance shall include the following language: "Abingdon-Avon CUSD 276 shall be named as an additional insured. This coverage shall be primary and the school's insurance is non-contributory." The certificate must be provided and approved before the date of the scheduled use of the District's facilities.

_____ *Initial here if this is agreeable*

3. All non-school related groups must pay the following fees:

Rental charge (see Community Use of School Facilities Procedures/Guidelines): _____

Meal and beverage service (cost as determined by the cafeteria supervisor): _____

_____ *Initial here if this is agreeable*

4. The use of school facilities for school purposes has precedence over all other uses.

_____ *Initial here if this is agreeable*

Building Principal Approval

Building Athletic Director Approval

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

_____ Initial here if this is agreeable

6. Important: the District will not supervise the activity nor will it supply individuals to act as emergency responders.

_____ Initial here if this is agreeable

continued

7. If the request involves an indoor physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Ensure that if an AED is used, all appropriate forms are completed (4:170-E6, Automatic External Defibrillator Incident Report).

_____ Initial here if this is agreeable

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

Applicant name (please print)	Telephone number
Address	
Applicant signature	Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. (Note to Superintendent or designee: after approving or denying this application, return a copy of it to the person making the request, keep the original in the District office, and send a copy to the appropriate Building Principal.)

Approved Denied

Superintendent or designee	Date
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For District Use Only:

1. Proof insurance	Attach to form for file		
2. Janitor required	no	yes	Janitor hired: _____
3. Cook required	no	yes	Cook Hired: _____ Pay rate: _____
4. Athletic event	no	yes	Athletic Director: approved yes no
5. Keys Issued	no	yes	Numbers: _____
6. Fees Received: \$	_____	Date	_____

Approved: _____ Date: _____

Copies: Person making request, Principals, janitors, AD, Cooks, Files