



**Sand Springs Public Schools**

**Facilities Use Manual**

Board Approved  
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Welcome to Sand Springs Public Schools!

The primary function of our buildings and facilities at Sand Springs Public Schools is to enhance the quality of education for all students. Our classrooms and support facilities offer the best opportunity for educational success. The Sand Springs patrons have consistently passed bond issues so that our buildings can be maintained and updated. We are proud of our facilities.

Our intent is to share these facilities with the public. The facilities at Sand Springs Public Schools can accommodate various community and organizational events. Sand Springs Public Schools encourages and supports the rental and/or use of our buildings and facilities by outside groups.

Outside groups are assessed a user fee for rental of all facilities. The user fees provide a revenue source for the district to help off-set district operational costs. The District maintains a calendar of events, coordinates scheduling, management and supervision, as well as appropriate custodial and maintenance services.

Potential users of Sand Springs Public Schools facilities will be provided information regarding policies, procedures, and fees. If you have questions regarding rental and/or use of district facilities, please contact the Plant Service Department at 918-246-1527.

# **USE OF SCHOOL FACILITIES**

## **Board Policy GK**

The Board of Education recognizes that the primary mission of the district is to provide a high quality educational opportunity for every student. For this purpose buildings are constructed and facilities provided. The educational mission of the district, therefore, has a prior claim to the use of school facilities. When use of district facilities does not interfere with this primary mission, the Board believes it is in the best interests of the district and the community it serves to permit such use by organizations and groups that comply with the requirements of this policy.

### **PERMITTED USES**

Pursuant to this policy and subject to the absolute right of the Sand Springs Public Schools District to use the facility for its primary purpose at any time, district facilities may be used by organizations and groups for religious, political, literary, community, cultural, scientific, mechanical, agricultural, parental involvement, educational, civic, or recreational purposes.

### **PROHIBITED USES**

The following uses are not permitted and requests to use district facilities involving these uses or by groups or organizations whose activities are likely to involve these uses will be denied:

- A. Activities that may result in violence or damage to district property, or that may endanger life or serious injury.
- B. Activities that may be disruptive to the normal educational functions of the district.
- C. Activities that may not be reasonably accommodated by the district facilities.
- D. Activities that are in violation of any other district policy.
- E. Activities by any group which has previously violated this policy while using district facilities or whose activities caused damage to district facilities or injury to persons during such previous use, including failure to pay assessed charges.

## **USE APPROVAL AUTHORITY AND PROCEDURES**

The Superintendent or designee shall have the authority to approve a facilities use request by an organization or group (user) pursuant to this policy. The following procedure shall apply:

- A. Representatives from athletics, fine arts, schools, and plant service department will meet regularly to develop a master facilities schedule. Costs of unique requests involving multi-days/multi-areas will be determined at that meeting.
- B. Users shall make application on forms approved by the Superintendent at least 14 days prior to the date of the use requested. If the user's request is one with regularly occurring dates, approval may be given for the entire schedule. Should conflict develop with a school activity; the district reserves the right to cancel the permission granted, or to require a change to an alternate date, time, or place. Failure to fully and properly complete the application may result in denial or the use request.
- C. Requests for cancellation of the use of school facilities must be given a minimum of 72 hours in advance of the scheduled time. Deposits are non-refundable unless the event is cancelled by the district or an exception is made by the superintendent or designee.
- D. Rental fees shall be determined by the Superintendent. A schedule will be maintained and available to the public upon request. A user that is not a school-sponsored organization must sign a Facilities Use Agreement.
- E. Long-term, extended use shall require approval by the Superintendent.

## **LIABILITY INSURANCE**

Unless waived by the Superintendent, public liability and property damage insurance in the amounts designated shall be required for all users under this policy. Non-district groups that co-sponsor events with district groups may also be required to meet insurance requirements.

The Facilities Use Agreement shall specify the required coverage and documentation to be submitted and shall further include a provision to indemnify the district and its personnel against potential claims. Documentation of insurance must be submitted 14 days in advance of occupancy covered by the agreement. Generally, the coverage shall be consistent with the provisions of the Oklahoma Political Subdivision Tort Claims Act.

## **USE OF BUILDING, EQUIPMENT, AND FACILITIES**

Any user requesting the use of public address systems, video boards, spotlights, or other such district-owned equipment must so state on the application. Such equipment may only be operated by an authorized district representative. Use of such equipment by any user is at the discretion of the Superintendent and shall be set forth on the agreement. Scheduled use of the video board will be dependent upon availability of district staff.

Any user requesting the use of district technology must so state in the application. A request must be made at least three months prior to the event. A meeting between the user and district staff; i.e., the IT Department and a building representative, must be held before the request is approved. An IT staff member should be present when district technology is being used. If software must be installed or computer configuration changes are necessary, then an additional charge will be required.

Any user requesting use of cafeteria kitchen facilities or concession stands must so state in its application. The cafeteria kitchen facilities, excluding concession stands and catering kitchens, may be operated only with an authorized district representative present. Use of the cafeteria kitchen is at the discretion of the designee and with the approval of the Director of Food Services. Use of concession stands must have the approval of the athletic director.

The user is to protect the building and facilities against unreasonable wear, illegal uses, and vandalism. Users will be responsible for damages.

There will be no smoking or use of tobacco products or alcohol in any district facility or on district grounds.

Only district personnel or an authorized designee will be permitted to open, set up, clean up, and close a rented facility. Under no circumstances will keys be given to any user.

## **SPECIAL CONSIDERATION**

Non-school-sponsored activity costs that involve Sand Springs students will be determined on an individual basis.

School groups using district facilities, excluding the Ed Dubie, for fund raisers shall not be charged for use of facilities other than direct operational costs such as custodial charges, electrical, etc. Rental charges for the Ed Dubie will be in accordance with the district schedule.

Camps and clinics conducted by district staff may be charged on an actual out-of-pocket expense such as custodial, electrical, etc.

**SPECIAL CONSIDERATION (Continued)**

Non-profit organizations and partners in the Education Foundation shall be considered on a case-by-case basis.

The PTO organization will schedule their regular meetings through the building principal. The district will provide custodial services for the PTO for two major fund-raising events in school facilities, excluding the Ed Dubie, each year without charge.

## **DISTRIBUTION OF MATERIALS AT SCHOOL EVENTS**

Board Policy GIC (B)

In order to facilitate the, uninhibited flow of traffic and pedestrian movement and to limit the amount of potentially discarded material on school property, dissemination of materials by individuals, organizations or groups not affiliated with the district is prohibited at all athletic, fine arts, social or other district-sponsored events held on school property. This prohibition includes the attachment of flyers to vehicle windshields in parking areas on district property.

Groups, organizations or individuals who are affiliated with the district may disseminate materials on district property after obtaining permission for such dissemination from the Superintendent or designee at least three days in advance of the event. The dissemination of materials by groups affiliated with the district shall be limited to date, time, place, and duration as determined by the Superintendent or designee.

For purposes of this policy, the following definitions are applicable:

"Affiliated with the district" means the person, group or organization is (1) part of a curricular, co-curricular or extracurricular activity or club which is sponsored by the district; or (2) a person, group or organization who provides a direct benefit to the district or the district's curriculum, program or activities.

"Materials" includes, but is not limited to, brochures, flyers, pamphlets, stickers, buttons, leaflets, tickets and any other items which are capable of being discarded on district property.

Persons, groups or organizations who rent a district facility are exempt from the prohibitions of this policy, provided, however, all such persons, groups or organizations who distribute materials as a part of their activities for which the facility is rented are responsible for removing from district premises all distributed materials which are discarded or left on district premises. Any person, group or organization who fails to remove discarded materials from district property at the conclusion of the rental period may be denied the privilege of renting district property in the future.



## **Sand Springs Public Schools Facilities Request Completion Instructions**

Following is a list of guidelines to help assure that the facilities use form is filled out properly. These guidelines will insure that the correct information is entered into the district's main, facilities use database. They will also help all district personnel involved be better prepared for organizing and maintaining the scheduled event.

### **General Information**

- Forms should be **completely** filled out, including detailed event instructions and accurate contract information. In complete forms will be returned for completion.
- With the exception of facility rental request, use forms should originate at the school or site requested.
- Properly completed and signed forms are to be forwarded to the Superintendent office for approval and entry into the master calendar. Copies of the form are then returned to the school principal or site department head. If the requestor wants to receive an approved copy of the facilities use form, he or she must pick up the document at the site where the form originated.

### **The Application for Use of School Facilities**

- **Organization Making Request: Required**. The name of the organization along with the name and contact information of the person(s) in charge of the event must be included. Example: "Elementary Basketball" "John Smith 918-555-5555"
- **Purpose of Meeting: Required**. This line shall be used for the general purpose of the meeting (i.e., practice, fund raiser, monthly meetings, etc.). Please avoid acronyms or phrases understood only by the requesting group.
- **Number Expected: Required**. This number may be an estimate, but it is important that it be as accurate as possible.
- **Program Date: Required**. Be as specific as possible. If more than two dates are requested, all dates must be listed on the back of the form or on an additional sheet. Be sure to check the school calendar for the date's school is not in session. Generalized dates are inadequate, and forms will be returned to the school site (i.e., "Every Tue. & Thurs. March through May," or "Every Wednesday"). Attaching a calendar for multiple dates is helpful in preventing conflicts. Be sure to indicate by circling A.M. or P.M. on the form.

### Facilities Request Completion Instruction (Continued)

- **Rehearsal Date:** The same information is required as indicated above in the Program Dates section. This line may also be used for an activity or event that requires only two dates.
- **Site Desired: Required.** This is the requested site in which the activity or event is taking place.
- **Room or Space Desired: Required.** This is the specific space where the event or activity is taking place.
- **Organization Representative in Charge of Activity: Required.** This is the person responsible for the event or activity. Accurate contact information must be included for the Superintendent or his/her designee to consider the request.
- **Special Arrangements:** Detailed information must be provided to insure proper set up. The Superintendent or his/her designee also reserves the right to assess a fee for additional equipment and services.
- **Applicant's Signature: Required.** The applicant signature must be that of the individual or organization representative responsible for the activity.
- **Building Administrator's Signature: Required.** No facilities use forms will be processed without the appropriate administrator's signature.

**APPLICATION FOR USE OF SCHOOL FACILITIES**  
**Sand Springs Public Schools**

**(Bold print items are required information)**

**Organization Making Request** \_\_\_\_\_

**Purpose of Meeting** \_\_\_\_\_ **Number Expected** \_\_\_\_\_  
(If multiple dates are requested you must attach additional sheets showing **all** dates and times desired)

**Program Date** \_\_\_\_\_ **20** \_\_\_\_\_

**Starting Time** \_\_\_\_\_ **AM PM** **Ending Time** \_\_\_\_\_ **AM PM**

**Site Desired** \_\_\_\_\_ **Room or Space Desired** \_\_\_\_\_

Organization Representative in Charge of Activity

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Special Arrangements: [ ] Yes [ ] No

Speaker's Lectern Needed? \_\_\_\_\_ Public Address System Needed? \_\_\_\_\_ Meal to be Served? \_\_\_\_\_

Name of Catering Service \_\_\_\_\_ Phone \_\_\_\_\_

I, the undersigned, do affirm that I have read the regulations pertaining to the use of school facilities and hereby agree to comply with the rules and regulations of the Sand Springs Board of Education governing the use of such buildings specified in Board Policy GK and agree to be responsible for any damages that may occur to the building or equipment during such use. I understand that any charges are to be paid in advance or upon presentation of an invoice. Charges are made for building use, extra personnel costs, and other expenses which the school would not normally incur. Additionally, I understand any special services or accommodations required to comply with Section 504 and Title II of the American with Disabilities Act (including all associated amendments) for the use of district facilities by any participants, officials, spectators, workers, volunteers, and employees of applicant's organization will be the full responsibility of the applicant and the organization.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**For School Business Office to Complete**

Open Building at: \_\_\_\_\_ Close Building at: \_\_\_\_\_

Liability Insurance Required [ ] Yes [ ] No

Total Amount Due: \$ \_\_\_\_\_ Invoice Number \_\_\_\_\_

**Sand Springs Public Schools  
Event/Meeting/Banquet Facilities  
Rental Rates**

Single Classroom or Similar Space	\$20.00 per hour – weekdays (2-hour minimum) \$40.00 per hour – weekend (4-hour minimum)
Cafeteria's	\$60.00 per hour (4-hour minimum) <b>\$300.00 deposit required</b>

The Superintendent or designee shall have the authority to adjust rental rates in accordance with Board Policy GK, SPECIAL CONSIDERATION.

Sand Springs Public Schools Public Schools  
Athletic Facilities  
Rental Rates

High School and Junior High Wrestling Rooms	\$20.00 per hour / 4-hour minimum <b>\$100.00 deposit required</b>
Unlighted Baseball, Softball, Football practice field	\$20.00 per hour / 4-hour minimum No scoreboards or personnel available. Arrangements can be made at additional cost. <b>\$100.00 deposit required</b>
Lighted Baseball or Softball Field	\$50.00 per hour / 4-hour minimum Includes lights, restrooms, press box, scoreboards. No personnel included. Personnel are available at additional cost. <b>\$300.00 deposit required</b>
Elementary Gyms for Practice Only	\$20.00 per hour <b>\$100.00 deposit required</b>
Elementary Gyms for Competition	\$40.00 per hour / 4-hours minimum \$20.00 per hour after the first 4 hours <b>\$200.00 deposit required</b>
CPHS PE Gym for Practice Only	\$20.00 per hour Includes no scoreboard <b>\$100.00 deposit required</b>
CPHS Cheer Room	\$20.00 per hour <b>\$100.00 deposit required</b>
9 <sup>th</sup> Grade Center Gym for Practice Only	\$20.00 per hour Includes no scoreboard <b>\$100.00 deposit required</b>
9 <sup>th</sup> Grade Center Gym for Competition	\$200.00 for the first 6 hours. \$40.00 per hour after the first 6 hours. Includes lights, restrooms, and scoreboards. No personnel included. Personnel are available at additional cost. <b>\$300.00 deposit required</b>
Dance Room at 9 <sup>th</sup> Grade Center	\$20.00 per hour <b>\$100.00 deposit required</b>

Clyde Boyd PE Gym for Competition	\$150.00 for the first 6 hours \$30.00 per hour after the first 6 hours. Includes lights, restrooms, and scoreboards. No personnel included. Personnel are available at additional cost. <b>\$200.00 deposit required</b>
Clyde Boyd Gym for Competition	\$200.00 for the first 6 hours. \$40.00 per hour after the first 6 hours. Includes lights, restrooms, and scoreboards. No personnel included. Personnel are available at additional cost. <b>\$300.00 deposit required</b>
Ed Dubie Field House	\$500 for the first 3 hours. \$40.00 per hour after the first 6 hours. Includes lights, restrooms, and scoreboards. No personnel included. Personnel are available at additional cost. <b>\$500.00 deposit required</b>
Memorial Stadium	\$300 for the first 6 hours. \$50.00 per hour after the first 6 hours. Includes lights, restrooms, press box, public address system, and scoreboard. No personnel included. Personnel are available at additional cost. <b>\$500.00 deposit required</b>
Track Field	\$20.00 per hour / 4-hour minimum No personnel available. Arrangements can be made at additional cost. <b>\$100.00 deposit required</b>
Camps and Clinics	\$5.00 per student

The Superintendent or designee shall have the authority to adjust rental rates in accordance with Board Policy GK, Special Consideration.

**Sand Springs Public Schools  
Performing Arts Center  
Rental Rates**

Charles Page High School Auditorium	\$250.00 per hour (3-hour minimum). \$30.00 per hour after the first 3 hours <b>\$300.00 deposit required</b>
9 <sup>th</sup> Grade Center Auditorium	\$200.00 per hour (3-hour minimum). \$25.00 per hour after the first 3 hours <b>\$200.00 deposit required</b>
Thurman Garrett Auditorium (CBMS)	\$200.00 per hour (3-hour minimum). \$25.00 per hour after the first 3 hours <b>\$200.00 deposit required</b>
Performing Arts Facilities	\$200.00 per hour (3-hour minimum). \$25.00 per hour after the first 3 hours <b>\$200.00 deposit required</b>

**Rental Costs Include:**

One technician  
Normal stage lighting  
Microphones  
Dressing area  
Speaker's lectern  
Playback equipment  
Custodial services

The Superintendent or designee shall have the authority to adjust rental rates in accordance with Board Policy GK, SPECIAL CONSIDERATION.

## **Sand Springs Public Schools**

### **Rental Requirements**

**Insurance:** A certificate of \$1,000,000 liability insurance to comply with the Governmental Tort Claims Act with Sand Springs Public Schools listed as additional insured must be furnished to the Superintendent office ten days prior to the scheduled event.

**Governmental Tort Claims Act** - The liability of a political subdivision or an employee, claims within the scope of this act arising out of an accident or occurrence happening after June 30, 1983, shall not exceed:

- (a) \$25,000 to claimant for any number of claims for damage to or destruction of property arising out of single accident or occurrence;
- (b) \$125,000 to claimant for all other claims arising out of single accident or occurrence;
- (c) \$1,000,000 for any number of claims arising out of a single occurrence or accident.

**Deposit:** A deposit of 50% of rental costs must be submitted at the time the rental agreement is signed.

**Payment:** Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel, or additional facility use will be billed to the lessee.

**Scheduling:** All scheduling will take place through the school/facility rented.