

USD 322 FACILITIES USE POLICY/FORM
USD 322 Board of Education Policy KG: Use of School Facilities by Community Groups

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee may be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Facility Use Rules

Use of school facilities or school grounds by community groups may be allowed by the board on a temporary basis. The following fees are for use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent.

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, unprescribed controlled substances or alcoholic beverages is not allowed in the facility, either by the individual, the group or other participants.

Payment for the use of a facility is to be made in advance. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement. This policy shall be administered by the superintendent, or the superintendent's authorized designee, and the superintendent's decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board. Events must be

finished and **all facilities vacated by 10:00 pm** except as authorized by the superintendent. If the administration determines that a custodian must be present at the activity, a custodial fee will be charged based on current salary schedule. At no time should the group expect school staff to supervise or control actions of those in attendance. Only the facilities requested are to be used. The remainder of the buildings will be considered out of bounds. A school employee must be available to open and close the facility being used. Keys will be checked out to individuals renting the facilities at the discretion of the administration. **The facilities will not be rented for any public dances.** Use of facilities is discouraged on weekends and Sundays. When special equipment is to be used, a school employee who is familiar with the equipment may be required to operate it. This includes stage lighting, scoreboards, clocks, sound equipment, projectors, etc. The cost for the school employee will be paid by the renter. Kitchen facilities may be used according to the fee schedule and only when regularly employed personnel are there to supervise. No electrical appliances may be brought in for use without prior approval and must be listed on the application.

Private Organizations/Businesses - 100% of Fees

- Groups whose primary goal is profit making
- The business is a nonprofit type of organization with the major financial support derived from donations and/or freewill offerings.

Examples are businesses, churches, non-school sporting events, religious organizations.

Civic/Supporting Organizations - 50% of Fees

- The group is easily recognized as a civic organization and functions in many different communities.
- The group sponsors many events directly supporting USD 322 students in a broad sense and is non-school sponsored.

Examples are Junior Miss Scholarship Program, Arts Council, Miss Kansas Pageant, Lions Club, American Legion, Chamber of Commerce, etc.

Community Improvement and Student Assistance Organizations - No Fees

- The group generally operates as a not-for-profit group.
- The group provides needed assistance to the community in times of disaster.
- The group organizes when necessary to supply a service to education in general and specifically to students.

Examples are Alumni Association, Kids recreation programs, Youth Wrestling, Boy or Girl Scouts, Military organizations, Parent organizations of students, Booster clubs, etc.

Facilities Use Fee Schedule

<u>Facility</u>	<u>Fee for first 3 hours</u>	<u>(50%)</u>	<u>Additional Time/Per Hour</u>	<u>(50%)</u>
New Gym	\$75.00	\$37.50	\$25.00	\$12.50
Old Gym	\$50.00	\$25.00	\$25.00	\$12.50
Kitchen	\$50.00	\$25.00	\$25.00	\$12.50
Library	\$50.00	\$25.00	\$25.00	\$12.50
Auditorium	\$50.00	\$25.00	\$25.00	\$12.50
Commons Area	\$35.00	\$17.50	\$15.00	\$ 7.50
Multi-Purpose Room	\$35.00	\$17.50	\$15.00	\$ 7.50
Wrestling Room	\$25.00	\$12.50	\$10.00	\$ 5.00
Classroom	\$15.00	\$ 7.50	\$ 5.00	\$ 2.50
Football Field (Without Lights)	\$25.00	\$12.50	\$10.00	\$ 5.00
<u>Extra Charges</u>			<u>Fee per hour</u>	<u>(50%)</u>
Lights at Football Field			\$15.00	\$7.50
Air Conditioning (all except classrooms)			\$ 5.00	\$ 2.50
Air Conditioning (classroom)			\$ 2.50	\$ 1.25

REQUEST FOR USE OF USD 322 FACILITIES

Applicant (please print) _____ **Phone Number** _____ **Organization** _____

Applicant's Mailing Address _____
 Street / PO Box _____ City _____ State _____ Zip _____

Date of Request ___/___/___ **Date Requested For** ___/___/___ **Start Time** ___ am / pm **End Time** ___ am / pm **Total** ___ hours

Organization Type _____ Private Organizations or Businesses, **100%** of fees **Facility Requested:** ___ New Gym
 _____ Civic/Supporting Organizations, **50%** of Fees _____ Old Gym
 _____ Community Improvement and Student Assistance, **No** Fees _____ Kitchen
 _____ Library
 _____ Auditorium
 _____ Wrestling Room
 _____ Commons Area
 _____ Multi-Purpose Room
 _____ Classroom (_____)
 _____ FB field (no lights)
 _____ FB field (with lights)
 _____ AC (all except classrooms)
 _____ AC (classroom)

Purpose of Facilities Use Request _____

Special Equipment Needed _____

Custodian Required ___ No ___ Yes (start time ___ am / pm end time ___ am / pm total ___ hours)

Facility Entry / Closure ___ assigned custodian ___ keys to be assigned to person making request

Fees Facility Use First 3 Hours @ \$ _____ = \$ _____
 Facility Use ___ Addtnl Hrs @ \$ _____ per hour = \$ _____
 Custodian Fee ___ hours @ \$ _____ per hour = \$ _____
 Air Conditioning ___ hours @ \$ _____ per hour = \$ _____
 Security (Damage) Deposit Required (Refundable After Event) \$ _____ Proof of Insurance Provided ___ No ___ Yes
 Special Use Fees (Explain: _____) \$ _____

TOTAL FEES\$ _____

Total Fees Paid in Advance ___ NA ___ Yes (Checks Payable to USD 322) **Received and Received By:** _____

My signature below indicates that I understand, agree to comply and am responsible for all conditions of the USD 322 Facilities Use Policy and Procedure.

_____ (Applicant Signature) Date ___/___/___

FOR USD 322 USE ONLY: Administrative Actions Taken

SIGNATURES:

Facilities Available at Date / Times Requested: ___ Yes ___ No OHS Office Manager _____ Date ___/___/___

Facilities Use Does Not Conflict with School: ___ Yes ___ No Bldg Principal _____ Date ___/___/___

___ **Approved** ___ **Denied** (_____) Superintendent _____ Date ___/___/___

(Copies To: ___ BOE Ofc ___ Bldg Principal ___ Teacher ___ OHS Office Mgr ___ Custodian ___ Applicant _____ Other)