

## USE OF SCHOOL FACILITIES PROCEDURES

School building and grounds represent a heavy investment by taxpayers of the local school district. It is the desire of the board of education that maximum use be made of the facilities under their jurisdiction for educational and recreational activities. To extend the privileges of using the facilities, the board of education finds it necessary to see compliance with its regulations governing the use of school buildings and facilities.

### General Regulations

1. A building use permit must be completed by the applicant. The superintendent or their designee will administer all facilities use requests. In the event this policy does not cover an unforeseen circumstance, the superintendent is authorized to assess specific arrangements and fees.
2. The building permit must be approved by the building administrator and the superintendent.
3. School activities take precedence for usage.
4. A deposit will be required if deemed necessary by the building administrator or the superintendent.
5. Groups who use the building will be responsible for all damages incurred during their time of use.
6. A minimum of 2 hours of overtime will be charged if school employees are required for any activity or for any follow-up activity, for any reason, even if they are not initially requested. In such an event, the payment of overtime will apply to any group even if rental fees are waived. It is imperative that any used part of the facility be returned in the condition in which it was first found if fees are not to be assessed.
7. For use of a kitchen, a kitchen employee shall be present at the user's expense when using the kitchen. The employee shall be paid at the overtime rate for a minimum of two hours.
8. USD employees who voluntarily agree to supervise groups shall not be paid for their services.
9. All groups using school facilities must abide by district and building rules.
10. Building employees may use the building for personal use with prior approval of their principal and the superintendent.
11. Outside groups are subject to their own risk and might consider purchasing insurance for liability coverage. Outside groups may contact the district office for insurance options which are endorsed by the Kansas Association of School Boards.
12. Commercial groups will be limited in the number of times they may use facilities.
13. The baseball/softball complex rental requires in addition to the fees listed below a charge for lights when used and the same employee charges as listed in # 7 above. The cost is less than two (2) hours no charge and more than two hours is \$10 per hour per field for every hour beyond the first two (2) hours.

## Fee Schedule

### 1. Dates and Times

During the school year (except holidays) buildings may be used by local patrons (non-profit), without charge until 9:00 p.m. weekdays (except Fontana-5:30 p.m.) Exception is the PAC which will carry a charge for the facility and staff at the overtime rate with a minimum of two (2) hours. Local groups are defined as those who reside within the boundaries of USD 362.

### 2. Weekend Use (Local patrons)

a. Facilities may be used by local patrons (non-profit), without charge provided an employee of that building assumes responsibility and is on site during usage.

b. If a building employee is not on site, the group will be charged for time of custodian/cook at the overtime rate. (Two (2) hour minimum)

### 3. Profit Groups

Local groups which charge a fee, take collections, etc. will be charged

a. Classroom, Computer Lab, Commons, Kitchen	\$25 per area
b. Auxiliary Gym @ High School/Wrestling Room	\$50
c. Elementary Gyms/Middle School Gym	\$75
d. High School Gym	\$250
e. PAC	\$250
f. High School Ball Fields	\$500
g. Concession stand in conjunction with field rental	\$100

### 4. Commercial Groups

Groups both local and non-local who derive personal income from the event to be held. Commercial groups in addition to the fee listed below will be charged custodian, cook, PAC staff and security fee when appropriate at the overtime rate with a minimum of two (2) hours.

a. Classroom, Computer Lab, Commons, Kitchen	\$100
b. Auxiliary Gym @ High School/Wrestling Room	\$200
c. Elementary Gyms/Middle School Gym	\$300
d. High School Gym	\$500
e. PAC	\$500
f. High School Ball Field (per field max 4 games/day)	\$500
g. Concession stand in conjunction with field rental	\$100

### 5. Summer Usage

Summer usage may be restricted because of necessary maintenance. If approved, it will carry the same fees as listed above.

### 6. Extended Usage

Extended usage will be evaluated on case by case bases as to whether it will cause a disruption in the mission of USD 362. Requests which are determined to cause a disruption or be detrimental to the mission of the district will not be approved.

### 7. Rental fees may be waived by the superintendent if the activity is focused specifically on:

- a. The benefit of the youth
- b. The benefit of staff

**Amended January 9, 2006, October 9, 2007**