

**KG FACILITY USE LANGUAGE AND FORMS**

**Gardner Edgerton School District  
FACILITY USAGE GUIDELINES & PROCEDURES**

**Section 1. Philosophy:** The taxpayers of Unified School District No. 231 have invested millions of dollars in school facilities. A return on their investment is realized only through maximizing the use their use. It is important these facilities be kept in use for as many hours as possible. However, it is equally important the facilities be used in a manner the taxpayers’ investment is not lost or diminished through misuse, neglect of the facilities, or through operational costs not recovered by the District.

This investment is made primarily to facilitate the education and development of children of school age within the District, the educational programs managed by the District being the primary agency to carry out this end. The Board of Education recognizes the obligation to make the facilities available to others when the use does not interfere with the school program.

It is not the intent of USD 231 to use facility usage fees as a revenue source, but annual revenue from facility use should cover operational costs associated with outside group use.

**Section 2. Written Guidelines:** Guidelines for facility usage will be located on the District web site at [www.usd231.com](http://www.usd231.com).

**Section 3. Procedure For Obtaining Approval for Use:** All requests for facility use will be submitted on District forms and received in the District office by the designated due date for optimal prioritization. All requests received after the due date will be forwarded to the requested building for building administrator review. Those approved at the building level will be returned to the District office for final approval and billing. These requests must be received for processing at least ten days prior to the date of use. All requests received after the Block due date will be considered on a first come - first served basis for that date range.

BLOCK	DATE RANGE OF FACILITY USAGE	DUE DATE
Block A	First Day of School – October 31	May 1
Block B	November 1 – February 29	August 1
Block C	March 1 – May 31	January 1
Block D	Summer (June 1 – July 31)	April 1

In the event an activity requires more time to prepare than the Block schedule provides, special approval may be requested. In no case will facilities be approved more than six (6) months prior to the event.

**Section 4. Assumption of Responsibility:** School facilities will only be available to organized groups in which one individual agrees to assume responsibility for the facilities being used. Any damage done to the facility or its contents, or any contents removed from the facility by a member or members of a group using a district facility shall be paid for by the group who reserved the space. School officials shall determine charges based on actual replacement costs. All users will be required to show proof of liability insurance and/or a certificate of liability insurance in the amount of \$1,000,000 with USD #231 cited as “additional insured” before use of facility is approved. All users will be in good standing with the District with respect to payment of past fees in a timely basis, care of facilities during use, and individuals assigned the leadership role for the facility usage activity.

## KG FACILITY USE LANGUAGE AND FORMS

**Section 5. Classification of Groups:** The superintendent's designee will be responsible for assigning classification of groups for the purposes of scheduling priority and billing rates. A group's classification will be noted on each approved facility request, which will be returned to the applicant within ten working days of the request.

### Category A School District and Governmental Groups:

*Concept: Curricular, extra-curricular, and co-curricular student groups, district administrative, faculty, and staff in-service functions, and governmental election agencies. No use fees or personnel charges should be assessed as these groups are direct extensions of the school district and/or governmental agencies that serve a similar tax base.*

#### Criteria:

- Groups comprised solely of USD 231 students and/or faculty and staff and participating or competing school groups taking part in curricular, co-curricular, or extra-curricular events, practices, rehearsals, performances, or other school-related activities.
- Summer School Programs
- School-affiliated organizations whose purpose is **not** fund raising. (PTA, GENE, District Committees, etc.)
- National, state, and local government elections and meetings.
- District-Sanctioned in-service meetings.

### Category B Quasi-School Groups:

*Concept: Educational youth groups and groups sanctioned by USD 231 who primarily serve USD 231 students. No or minimal use fees should be charged to these groups. Additional personnel charges should be assessed to these groups to recover custodial and/or supervisory costs incurred by USD 231 depending on the date, nature, size, and times of events.*

#### Criteria:

- Non-athletic, non-sectarian youth groups comprised primarily of district students who provide for continued education and social development of USD 231 students. (Boy Scouts, Girl Scouts, Cub Scouts, etc.)
- High School and Middle School team athletic programming (camps, lessons, workouts, conditioning, etc.) when operated by a district-employed coach under KSHSAA rules. See Appendix D for guidelines on employee usage.
- USD 231 school and/or community-wide fund-raising events where funds directly benefit educational programs
- USD 231 Alumni groups and scholarship committees

### Category C Community Youth and Educational Groups:

*Concept: Youth activity groups serving students in grades pre-kindergarten through twelve, whose enrollment consists of at least 75% USD 231 patrons or students. Minimal rental fees and normal personnel charges will be assessed to these groups to recover operational, custodial and/or supervisory costs incurred by USD 231.*

## KG FACILITY USE LANGUAGE AND FORMS

### Criteria:

- City of Gardner Parks and Recreation youth leagues and activities. See Appendix C for Parks and Recreation Guidelines and Expectations
- Individual youth athletic teams and leagues
- Youth club awards assemblies

### Category D Community Adult Groups and Fund-raising Events:

*Concept: Adult activities and classes operated by individuals or organizations who have the ability to charge participants to participate in organized educational activities, athletic activities, and community events. Profit-bearing rates should be assessed to these groups to help recover the costs for the above categories.*

### Criteria:

- City of Gardner Parks and Recreation adult leagues and activities
- Individual adult athletic and activity groups
- Community youth group fund-raising events
- Adult classes or seminars not sponsored by USD 231
- Adult group meetings (homeowners associations, political caucuses, neighborhood watch groups)
- Local benevolent and philanthropic organizations when not a fund-raising event (Lions Club, Athena Club, Rotary International, Chamber of Commerce, etc.)

### Category E Commercial:

*Concept: Commercial for-profit and not-for-profit groups who profit financially from or avoid commercial rental fees through the use of USD 231 facilities. Profit-bearing rates reflecting the local commercial economy should be assessed to these groups who profit directly or indirectly from district facility use.*

### Criteria:

- Commercial Organizations or Individuals (training, testing, interviewing, etc.)
- Fund-raising events by not-for-profit groups
- Churches, including youth group meetings

**Section 6. Prioritization:** School curricular, co-curricular, and extra-curricular groups will always have priority in scheduling facility use. Outside groups who have received approval may be subsequently re-scheduled if the need arises because of re-scheduled school-related events. All requests received by their Block due date will be prioritized by their group Category, availability of space, and history of positive rental usage.

**Section 7. Facility Usage Hours & Days:** USD 231 facilities are available for outside groups throughout the year. For all activities, group participants are expected to have cleaned up their areas and exited the facilities by 10:00 pm. Three categories have been created to cover when District Facilities are and are not available:

- 1) Custodians are on duty - additional charges for their services **are not** accessed for Categories A, B & C.

## KG FACILITY USE LANGUAGE AND FORMS

\*August - May

Monday – Friday 6:30am – 10:00pm

June & \*July

Monday – Thursday 6:30am – 7:00pm (\* see category #3 below for exceptions)

- 2) Custodians are not on duty – additional charges will be assessed for all groups requesting space.

Weekends:	Saturday	6:30am – 10:00pm;
	Sunday	**1:00pm – 10:00pm

- 3) Facility Usage Not Available: Custodians may or may not be on duty; however, these days are set aside by our custodial and maintenance crews for facility maintenance/repair that cannot be accomplished when children/staff are present.

- Holidays falling during the work week
- District designated days during the school year when students are not in session for a full day of school; includes fall, winter and spring breaks, parent-teacher conferences, etc., as identified on the official school calendar.
- Snow days and any other days school is closed for weather, utility, emergency and/or other unplanned circumstance
- July 1 – 10 each summer \*\*
- August 1 – through the first full week of school \*\*

\*\* with the exception of regular church groups

While Facilities are not available for public use on certain days identified above, unique requests with special circumstances are considered. If approved, appropriate custodial service charges are applicable. Use of facilities beyond days/hours identified above requires approval of the superintendent or his designee.

**Section 8. Opening and Closing of Buildings:** Whenever any facility is used during non-school hours, the building shall be opened and closed by a school custodian.

**Section 9. Large Group Use:** Unless otherwise directed by district administration, whenever a facility is being used by a large group, a school custodian shall be present during its use to protect school property.

**Section 10. Non-interference:** Use of school facilities by outside groups should not interfere with clean-up of facilities preparatory to school use.

**Section 11. Auditorium Use:** All sound and staging equipment must be operated by an authorized USD 231 employee at the expense of the requesting party.

**Section 12. Indoor Facilities not available for Outdoor Sports:** The District indoor facilities are designed for indoor sports. They are not designed to protect the building and/or equipment from typical outdoor activities. For that reason, no indoor facilities will be made available to outdoor sport activity practices.

## KG FACILITY USE LANGUAGE AND FORMS

**Section 13. Kitchen Facilities:** Whenever any group uses the kitchen facilities, a kitchen employee shall be on duty, and the organization shall be billed overtime kitchen personnel charges in addition to the custodial charge and facility rental fee.

**Section 14. GE-NEA:** The Gardner-Edgerton National Education Association is considered to be a school group under Category A.

**Section 15. Responsibility of School District:** The school district will assume no responsibility for accidents, loss, or injury incurred during events scheduled by outside groups.

**Section 16. Fee Adjustment:** Whenever a group that normally would be charged for use of the facilities wishes to use the facilities for the direct benefit of USD 231 students, the superintendent or his designee shall have the authority to adjust the fee.

**Section 17. Rates:** The Facility Usage rates (Appendix B) shall be reviewed annually and brought back before the Board of Education for any recommended modifications. Rates will be set at a level determined necessary to recover operational, custodial and supervisory costs incurred by USD 231. Any rate changes will become effective at the beginning of the USD 231 fiscal year (July 1).

**Section 18. Additional Rates:** If the established rates do not cover the operational and custodial costs of the facility, the superintendent or his designee may adjust the fees to cover actual expenses.

**Section 19. Decorations:** All decorations within a facility must be in accordance with all city fire and safety regulations. No flame-producing devices such as candles or fuel-burning lamps are to be used in district facilities. Decorations should be removed from the premises immediately following the event.

**Section 20. Alcohol, Tobacco, Weapons:** The manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol, and/or tobacco on school property or at school activities is prohibited. Weapons of any kind are not allowed on school property.

**Section 21. Annual Use Review:** Groups requesting temporary use of district facilities in lieu of permanent facilities specifically designed and constructed for the purposes of the group may be approved renewable on an annual basis. Such groups must re-apply to the superintendent's designee by Block D due date and will be considered for approval for the upcoming fiscal year (July 1-June 30).

**Section 22. School Closings:** If school is closed due to inclement weather, facility use by outside groups for all activities will be cancelled for the rest of the day.

**Section 23. First Year of New Facility:** During the first year of the opening of a new District facility, no facility usage/rental will be authorized.

**Section 24. Restricted Use of Special Use Space and Equipment:** Some classrooms/spaces and equipment are not available for rental usage. These rooms include but are not limited to: science rooms, music and choir rooms, weight rooms, administration offices, vocational education shops, FACs, computer labs, etc. Equipment not available for use includes but is not limited to: industrial technology, batting cages, sewing machines, computer labs, etc.

\*\*\*\*\*

## **KG FACILITY USE LANGUAGE AND FORMS**

The following Appendix documents are considered to be Administrative Procedures developed for the implementation of the District Facility Usage Guidelines and Procedures:

- Appendix A: Request to Use District Facilities form
- Appendix B: Facility Usage Fee Invoice form
- Appendix C: Parks & Recreation Guidelines and Expectations
- Appendix D: Employee Guidelines for Usage

KG FACILITY USE LANGUAGE AND FORMS

Appendix A

Gardner Edgerton School District
REQUEST TO USE DISTRICT FACILITIES FORM

(This form must be submitted not less than 2 weeks prior to requested usage date)

SCHOOL

- Gardner Edgerton High Pioneer Ridge Middle Trail Ridge Middle
Wheatridge Middle
Edgerton Elem Gardner Elem Grand Star Elem
Madison Elem
Moonlight Elem Nike Elem Sunflower Elem

AREA OF FACILITY DESIRED

- Commons Area Classroom Lecture Hall Auditorium
Auxiliary Gym
Gymnasium Kitchen
Other Area(s):

Name of Group: Contact Person:
Address: Activity:
Number in Group: % of Group in USD231:
Day Time Phone #: Age Range of Participants:
Evening Phone #: E-Mail:
(Required for Communication, Invoicing)

Are participants in this group charged in any manner for their membership/participation
Describe furniture/accessory requirements (chairs, tables, etc.) Be specific:

Describe Date/Times requested: Day(s) of Week Calendar Date(s) Time In - Time Out

No facilities are available before 6:00 am
All users must have completed activity and be leaving the facility by 10:00 pm

ALL FEES MUST BE PAID IN FULL FIVE DAYS PRIOR TO USE OF FACILITY

I agree that no person except those connected with this organization shall be present. All users will be required to show proof of liability insurance and will be required to provide a certificate of liability insurance in the amount of \$1,000,000 with USD 231 cited as "additional insured" before use of the facility is approved. It is further agreed that proper supervision shall be provided by the responsible persons/group in charge and that any damages to school property beyond ordinary wear and tear will be paid by the organization/group using the facilities. In the event that an unforeseen emergency or conflict would arise, all USD 231 activities would take precedence and this agreement would be voided. In periods of inclement weather, if school or school activities are cancelled, building use by outside groups or organizations will also be cancelled. Parking lot snow removal will be completed by the school district and/or its contractors only in preparation for school use. Custodians will clear main entrance sidewalks only. (USD 231 ASSUMES NO RESPONSIBILITY IN CASE OF ACCIDENTS)

Insurance Provider:
Policy #:

\* Responsible Person (Print Name)

Date Submitted:

\* Signature

\* This person will be present at all activities when the facility is being used, responsible for the actions and behavior of the group, and will assume responsibility for any damages that may occur.

**KG FACILITY USE LANGUAGE AND FORMS**

-----

**Recommendation:** \_\_\_\_\_ **DO NOT WRITE BELOW THIS LINE** **Group** \_\_\_\_\_

**Classification:** \_\_\_\_\_

\_\_\_\_\_ **Approve Request**

\_\_\_\_\_ **Deny Request** **Important Notes/Conflicting Dates:** \_\_\_\_\_

\_\_\_\_\_ **Signature of Principal** \_\_\_\_\_

\_\_\_\_\_ **Signature of Supt. Designate** \_\_\_\_\_

**An Invoice for Facility Usage Fees to be Charged is Attached**

**Appendix A**

**Weekend/Holiday Facility Users  
Ice/Snow Removal Agreement**

This signed document is to be included with Request to Use District Facilities Form and by any non-school persons or entities requesting use of school facilities October through April; Fridays after 4:00 p.m.; Weekends; Holidays; or one calendar day prior to any school holiday.

(Name of Group/User) \_\_\_\_\_ agrees to be solely responsible for the removal/clearing of all snow and ice from sidewalks, parking lots, and other means of access to the facility used.

USD 231 shall have no responsibility for the removal/clearing of any snow or ice for means of access to the facility.

(Name of Group/User) \_\_\_\_\_ agrees to indemnify and hold harmless USD 231, its officers, employees, and agents, from and against any and all liability, lawsuits, claims, demands, causes of action, and damages, including reasonable attorneys' fees, resulting from, directly or indirectly, its use of school facilities during inclement weather or after such inclement weather, while the effects of such inclement weather continue to exist.

**USD 231 reserves the right to close its facilities without prior notice based on inclement or unsafe weather conditions.**

I have read, understand, and agree to the above statements and information.

\_\_\_\_\_  
**Responsible Party (Print Name)**

\_\_\_\_\_  
**Date Submitted:**

\_\_\_\_\_  
**Signature**

**KG FACILITY USE LANGUAGE AND FORMS**

Appendix B

**Gardner Edgerton School District  
Facility Usage Fee Invoice**  
Rates Effective January 1, 2013

Group Name:  Invoice Date:

Group Category:

Facility Space	Building	Group Category (Circle One)					Total \$Amt	Total Hrs	Notes
		A	B	C	D	E			
All Classrooms (\$/hr)		No Charge	No Charge	\$9.00	\$13.50	\$18.00	\$0.00		
Elementary Kitchen (\$/hr)		No Charge	\$20.00	\$20.00	\$30.00	\$40.00	\$0.00		
Middle School Kitchen (\$/hr)		No Charge	\$20.00	\$20.00	\$30.00	\$40.00	\$0.00		
High School Kitchen (\$/hr)		No Charge	\$25.00	\$25.00	\$37.50	\$50.00	\$0.00		
Elementary Commons/Activity (\$/hr)		No Charge	No Charge	\$12.00	\$18.00	\$24.00	\$0.00		
Middle School Commons/Activity (\$/hr)		No Charge	No Charge	\$15.00	\$22.50	\$30.00	\$0.00		
High School Commons/Lecture Hall (\$/hr)		No Charge	No Charge	\$15.00	\$22.50	\$30.00	\$0.00		
Elementary Gym (\$/hr)		No Charge	\$6.00	\$12.00	\$18.00	\$24.00	\$0.00		
Middle School Gym (\$/hr)		No Charge	\$7.50	\$15.00	\$22.50	\$30.00	\$0.00		
Wheatridge Athletic Bldg (\$/hr)		No Charge	\$7.50	\$15.00	\$22.50	\$30.00	\$0.00		
High School Gym (\$/hr)		No Charge	\$7.50	\$15.00	\$22.50	\$30.00	\$0.00		
High School Multipurpose (\$/hr)		No Charge	\$7.50	\$15.00	\$22.50	\$30.00	\$0.00		
Middle School Auditorium (\$/hr)		No Charge	\$25.00	\$25.00	\$37.50	\$50.00	\$0.00		
High School Auditorium (\$/hr)		No Charge	\$25.00	\$25.00	\$37.50	\$50.00	\$0.00		
<b>Miscellaneous (flat) Fees</b>									
<b>Per Activity</b>									
Indoor Scoreboards (Elementary and Middle Schools) (\$/Setup)		No Charge	\$15.00	\$15.00	\$22.50	\$30.00	\$0.00		
Piano (\$/Setup)		No Charge	\$50.00	\$50.00	\$75.00	\$100.00	\$0.00		
<b>Supervision Rates</b>									
Custodial		2 hr minimum:		\$25.00 /hr		\$30.00	\$0.00		
Kitchen		2 hr minimum:		\$25.00 /hr		\$30.00	\$0.00		
Technician (Sound/Lights/Auditorium)		2 hr minimum:		\$25.00 /hr		\$30.00	\$0.00		
<b>Total Amount Due</b>							<b>\$0.00</b>		

Gardner Edgerton School District  
**Facility Usage Guidelines & Expectations**

**Gardner Parks & Recreation – Terms of Understanding**

All requests approved through Parks & Recreation will meet the following requirements:

1. All enrollment and collection of fees is processed through the GPRD office.
2. City liability insurance for GPRD activities is applicable.
3. A facility supervisor paid through GPRD will be present for all activities that utilize gymnasium space. This facility supervisor will have or take part in NO responsibilities associated with the group activity. Their sole responsibility and purpose is to fulfill the duties of this position as follows:
  - a. Ensure all participants stay within the rented space.
  - b. Ensure all guests with the participants stay within the rented space.
  - c. Ensure all the rented space and restrooms are picked up of trash and/or participants possessions before leaving.
  - d. A checklist (attached) for assigned tasks will be completed for each usage period.
4. If the activity is coached, lead, or supervised by a paid adult; or if GPRD retains a portion of the enrollment fees collected, the rental fee will be per Board policy Category C or D (based on if activity group has adult participants).
5. No entrance keys for exterior doors will be issued. School District custodial staff will open facilities for use; and close and secure facilities after GPRD use.

Gardner Edgerton School District  
**Facility Usage Guidelines & Expectations**

**Employee Usage – Terms of Understanding**

In recognition of employees of the District and the special services they provide, certain benefits related to facility usage will be afforded for certain types of usage. However, because of operational costs associated with the use of District facilities, it is not possible to simply allow free access to facilities and services upon request.

Types of employee facility usage fall under one of the following categories. In each case, a description of the usage along with the expectations is identified. Failure to comply with all employee Facility Usage Guidelines & Expectations can lead to loss of facility use privileges.

1. Employee would like to use facility space at their home school (school in which they are assigned).
  - a. The request is for a singular activity that is non-reoccurring in nature.
  - b. No equipment or materials will be used that would not normally be out for public access.
  - c. If students are involved, they will not be charged for their participation
  - d. The employee making the request is volunteering their time and acting as the leader/coach/sponsor of the group. Spouses, relatives, or friends of the employee are not applicable.
  - e. The size of the group for this activity is limited to 10
  - f. All trash from the activity will be cleaned up leaving the space ready for educational activities
  - g. No special keys will be checked out for access

If all criteria are met, the employee may make a facility request after the seasonal due date if space is still available and granted by the building principal. If approved, fees for facility usage will be waived.