

## **Community Relations**

### **Administrative Procedure-Community Use of School Facilities**

The Argenta-Oreana School District encourages the responsible use of school facilities by local school and community groups. The District will coordinate activities to ensure that school facilities remain secure, properly maintained and appropriately monitored when being used for non-school purposes.

The right to authorize the use of school facilities shall be retained by the Board of Education and/or district administrator. Such use will be determined by district policy and procedures and will be permitted only at times as the facilities are free from district curricular and extracurricular activities.

The Board, or its representative, reserves the right to reassign or cancel usage of school facilities when necessary due to conflicts with school activities or when it appears to be in the best interest of the school district.

The Board of Education may charge a rental fee for the use of school facilities according to a fee schedule established for that purpose.

Requests for the use of school facilities shall be made through the district administrator or his/her designee.

Regulations governing the use of school facilities shall be adhered to by all individuals and groups using school facilities.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization nor the purpose it represents.

The Argenta-Oreana School District shall not discriminate in access to school facilities on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability.

Discrimination complaints shall be processed in accordance with following procedures:

1. Public school buildings are provided for the use of public schools and shall not be used for any other purpose that will conflict with such use.
2. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these procedures, to be school-related.
3. All non-school related groups must complete an application, (See Board Policy 8.20 AP E1) stating fully:
  - a. The applicant's name, address, and telephone number;
  - b. The specific facility requested and the purpose for which it will be used;
  - c. The type of program or activity;
  - d. The materials to be brought into or near the building;
  - e. The room arrangement, including decorations;

- f. Needed food and drink service; and
  - g. Needed equipment.
3. All non-school related groups must:
    - a. 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.
    - b. Pay for 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.
    - c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
  4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
  5. The cafeteria, gymnasium, classrooms, athletic fields, Wrestling room, etc., along with needed hallways and parking areas, are available for community use.
  6. No furniture or equipment may be moved without prior approval from the Building Principal or designee.
  7. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities without the permission of the Building Principal or designee.
  8. All requests for the use of school facilities by groups not sponsored locally shall be referred to the Board of Education or its designee for approval.
  9. The total cost to repair any damage to the building and the total cost to repair or replace any damaged equipment shall be the responsibility of the renter.
  10. Girl Scouts, Boy Scouts, 4-H Groups, and other non-profit groups shall be allowed to use designated classrooms, or a gymnasium without charge providing there is no interference with regular school sessions or school events.
  11. Locally sponsored religious and charitable organizations shall, in general, be allowed to use any part of the school property for purposes of community interest where no admission is charged. This does not include revivals or similar events.
  12. Private groups requesting use of the gymnasium, classrooms, and/or athletic field must be given individual consideration upon submittal of request as per the guidelines indicated in this policy.
  13. No alcoholic beverages are permitted anywhere on the school premises.
  14. No smoking or tobacco use, including e-cigarettes is permitted anywhere on the school premises.
  15. There shall be no gambling of any kind permitted on school premises.
  16. Proof of liability insurance is required for any individual or organization desiring to use the school facilities before the Board of Education or its designee can approve the request for use of facilities. Minimum liability insurance guidelines are specified below:

General Aggregate Liability coverage	\$2,000,000
Umbrella Liability	\$1,000,000
Products-Comp/OP Aggregate	\$1,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 300,000
MED EXP (Any one person)	N/A

**NOTE:**        **Argenta-Oreana CUSD #1 must be named as an additional insured on a primary and noncontributory basis.**

17. Rental rates may vary with the circumstances and must be sufficient to cover the cost of heat, air conditioning, lights, janitorial service, and any other expenses incurred by usage. The Board of Education reserves the right to make adjustments to rental fees contained in these policies when the circumstances warrant it.
18. All requests for the use of school facilities shall be made on the form, "Agreement for the Use of School Facilities," attached as Exhibit A.
19. In general, the following rates will apply:

<b>Facility Area</b>	<b>Non-Commercial</b>	<b>Commercial</b>
Gymnasiums, Custodial (if necessary)	\$50.00 \$40.00/person/hour	\$500.00 \$40/person/hour
Cafeterias Kitchens and Cafeterias Custodial (if needed) Cook (required if kitchen is rented)	\$25.00 \$50.00 \$40.00/person/hour \$40.00/person/hour	\$250.00 \$500.00 \$40.00/person/hour \$40.00/person/hour
Classrooms	\$20.00	\$250.00
<b>Athletic Field Usage</b>		
Two hours	\$250.00 + \$75.00 Custodial Fee	\$500.00 + \$75.00 Custodial Fee
Five hours	\$500.00 + \$100.00 Custodial Fee	\$1000.00 + \$100.00 Custodial Fee
All Day	\$750.00 + \$150.00 Custodial Fee	\$1500.00 + \$150.00 Custodial Fee
<i>If lights are needed, an additional \$50 per hour of use will be charged.</i>		

### **General Provisions**

- 1. Schedule Conflicts-** Curricular and extra-curricular school activities will have precedence over all other potential facility users. Unanticipated schedule changes of school activities may result in the cancellation of specially scheduled events. Non-school users will be notified as soon as possible of schedule conflicts. The school district has no obligation to find a substitute facility.
- 2. Cancellations-** When school or school events are cancelled due to weather or mechanical problems, non- school events scheduled for the same date are also cancelled.
- 3. Ordinance Compliance-** Local, state, and federal laws/ordinances, fire codes, and safety regulations must be observed. Facility users are responsible for becoming informed of applicable ordinances, codes or regulations. Facility users are responsible for any citations and fines as a result of their non-compliance with ordinances, codes or safety regulations. Users are also responsible for any injuries and/or damages that result from their non-compliance with laws, ordinances, codes or safety regulations. Facility users shall be responsible for reimbursing the school district for all costs associated with fire, police or EMS response to false alarms resulting from individual or group use of school district facilities.

Failure to comply with school district facility use regulations, school district policies or procedures and local, state, and federal laws, ordinances, fire codes, and safety regulations may result in termination of the facility use agreement and possible denial of future facility use requests.

ADOPTED: 2/11/08

REVISED: 4/8/19