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.

The board recognizes the importance of making the most effective use of tax dollars intended for the education of students in the Riverside School District. While facility use priority will be for school district activities and programs, the board has determined to give limited public access to facilities supporting students and community members engaged in educational and recreational activities. All facility use must meet both board policy and legal standards, without regard for viewpoint and with the intent of providing benefit to Riverside students. Only the building principals, activity directors, and superintendent may grant approval for facility use. All groups using school facilities will recognize that the use is for a limited time. It is not the intent of the board to provide permanent housing for any group.

**Approval**

All facility or equipment use requires prior approval. Individual or organizations must provide the administrator with a completed request form and other proper documentation at least two weeks in advance of the activity. Exceptions may be made to the two weeks notice if the facility is available and the activity will benefit Riverside students. No activity may proceed without receipt of a copy of the form approved by the administrator.

**Use of Keys**

Key cards may be checked out to an approved supervisor. Within one business day following the activity, all key cards must be turned into the building office. The adult who signs out the key must be in attendance at all times and is responsible for the care of the building, the supervision of those using the building, and clean-up.

**Damages**

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay any damages to the facility, beyond normal wear, related to the use of the facility.

**Groups Granted Limited Access**

The following groups will be allowed to use district facilities:

- Community Groups (Lions Club, American Legion, VFW, Chamber of Commerce, Local Churches, Local Ministerial Alliance, etc.)
- Supporting Organizations (Alumni Association, Booster Club, After Prom, etc.)
Community Improvement/Student Assistance Organizations (Youth Wrestling Program, Youth Basketball, Girl Scouts, Boy Scouts, 4-H, Community Theatre, Military Groups, Youth Baseball, Youth Softball, Youth Volleyball, etc.)

Residency Requirement
All groups listed above must meet a minimum of 50% Riverside School District residency requirement. Student age groups must meet a minimum of 50% Riverside USD 114 students.

Gym Usage
Any of the groups granted limited access above requesting to use gymnasiums will be grant use of any of the secondary gyms in the district as determined by the building administrator. Typically the game gym located on the East Campus will be reserved for school-based groups. In the event that any approved group requests the use of the game gym, the building administrator and superintendent will consider such requests on a case by case basis and may grant the request if it provides a significant benefit to Riverside students.

Fundraising
The use of facilities must be in keeping with the general program of educational and recreational activities and must not be used for commercial use or personal gain and/or profit. School-based groups, community groups, supporting organizations, and community involvement/student assistance organizations are allowed to use facilities for fundraisers that directly benefit Riverside students.

Priority
All building use permissions are subject to availability of space. School events will be considered a priority over other requests to use district facilities.

Regulations
1. All damage to the building or equipment is the liability of the Group/Organization.
2. Use of alcohol and/or tobacco is prohibited.
3. School facilities will not be used for private functions.
4. The Group/Organization is responsible for all clean up.
5. USD 114 is not responsible, liable or accountable for personal injury or personal property damage or loss.
6. The Group/Organization is responsible for building security.
7. Approved adults are prohibited from lending their keycard to anyone or opening a building for anyone without prior approval from the administrator.
8. All groups must meet a minimum of 50% residency requirement. The school has the right to request verification.
9. When finished, turn off lights, make sure doors are locked, and make sure all members of the group have exited the building.

**Fees and Rental Charges**
The board reserves the right to establish 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 Agreements**
The board shall approve any lease agreements.

**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 school’s facilities. Use is limited-to-limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.
Riverside USD 114
Request to Use School Facilities

Group/Organization Requesting Use: ________________________________

Date(s) Facility Needed: __________________________________________

Access Time: __________________________

Completion Time: _______________________

Facility Requested:

_____ West Campus Multi-Purpose Room

_____ West Campus Gym

_____ West Campus Cafeteria

_____ West Campus Theatre

_____ East Campus Secondary Gym

_____ East Campus Cafeteria

_____ East Campus Game Gym (special request)

_____ Other ____________________________________________

Access Needed to Specific Building Areas:

Equipment Needed:

Specify Purpose of This Request:

Riverside Board of Education Policy encourages the use of school facilities by community groups as long as this community use does not interfere with daily school routine or school sponsored activities.

➢ There will be no charge for community groups such as those listed in the policy to use school facilities, as long as these activities are adult sponsored and conform to the regulations listed below.
Custodial costs will be charged if the administrator determines a custodian is needed during the event. Typically groups are expected to provide their own cleaning.

Facility requests should be directed to the appropriate building administrator.

Regulations

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3. School facilities will not be used for private functions.
4. The Group/Organization is responsible for all clean up.
5. USD 114 is not responsible, liable or accountable for personal injury or personal property damage or loss.
6. The Group/Organization is responsible for building security.
7. Approved adults are prohibited from lending their keycard to anyone or opening a building for anyone without prior approval from the administrator.
8. All groups must meet a minimum of 50% residency requirement. The school has the right to request verification.
9. When finished, turn off lights, make sure doors are locked, and make sure all members of the group have exited the building.

I, representing the above named Group/Organization, have read the regulations and agree to terms as specified. I hereby agree and understand that all approved applications for use of school facilities and/or equipment is subject to the conditions of Riverside USD 114 Board of Education Policy KG.

__________________________  _______________________
Signature of Group/Organization Representative                    Date

__________________________  _______________________
Phone Number of Representative                                        E-Mail Address

__________________________  _______________________
Administrative Approval                                       Date

Total Charge for Use of Facilities (if applicable)