

## 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 the 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 the care of the facility and agrees to pay for any damages to the facility, beyond normal wear and tear, 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 letter of complaint with the clerk of the board.

The USD 366 Board of Education recognizes there are groups and organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district students.

The district's schedule for facility use charges is altered to reflect the amount to be recovered from similar groups for the use of school facilities.

### Private Organizations and Businesses – Payment Required

These organizations and businesses are identified as follows:

- 1) The primary goal of the business/organization is profit-making; or
- 2) Charges are made by the business/organization when a school facility is used, and the receipts are placed in the business/organization account for use generally by the business/organization;  
or
- 3) The business/organization is a nonprofit type of organization with the major financial support generally derived from a specific group of people through donations and/or freewill offerings.

Examples of businesses/organizations in this group are dance studios and dance groups; radio-television entertainment; automobile displays; churches and other religious organizations; businesses; non-school sports events, etc.

### Civic & Supporting Organizations - No Charge

These organizations are identified as follows:

- 1) The group generally operates within the community and is adult-oriented;
- 2) The group is easily recognized as a civic organization and functions in many different communities;
- 3) The group operates on a State, Regional and/or National Charter which specifically states service to the community as one of the organization requirements; or
- 4) The group is a local organization that receives its funding from fees, donations and/or receives tax money from some governmental agencies.
- 5) The group sponsors events directly involving USD 366 students and/or, in a broad sense, former students; is a type which provides future positive assistance to USD 366 student events and is non-school supervised; or
- 6) The group may derive income from the events, and shall return substantial income to the community through scholarships and other similar projects to USD 366 students; or
- 7) The group provides a broad base program of student self-improvement in moral judgment, home and community life, poise and self-control and the family as an American way of life; or
- 8) The group has a track record of promoting a positive image of the community, the young people of the area and aid to education in the district.

Examples of these organizations are the Junior Miss Scholarship Program; Miss Kansas Pageant; Alumni Association; Vo-Tech.; Arts Councils; Lions Club; Rotary Club; Kiwanis Club; V.F.W.; American Legion; Elks Club; Chamber of Commerce, etc.

### Community Improvement and Student Assistance Organizations - No Charge

These organizations are identified as follows:

- 1) The groups providing services to the county or city population at little or no cost that are difficult to obtain elsewhere or are military and/or governmental in nature; or
- 2) The group provides an opportunity for a better understanding of the arts through displays and presentations and may be governmental in nature; or
- 3) The group provides needed assistance to the community in times of disaster and is a nonprofit or governmental type of organization; or
- 4) The group organizes when necessary to supply a service to education in general or specifically to students.

Examples of these organizations are City/County Recreation; Military Band; Swim Team; Parents of Seniors for School Purposes; Kansas National Guard; Community Playhouse; occasional usage by 4-H, Boy Scouts, and Girl Scouts; etc.

Woodson USD 366  
Facility Use Guidelines/Expectations

1. USD 366 encourages the use of the school facilities by groups within the community.
2. Requests for the use of school facilities will be made at the building of requested use. Requests of facilities are limited to one per week, per group.
3. There will a facility use charge of \$20.00 per hour for the use of district facilities.
4. No school athletic equipment will be provided to renters of school facilities.
5. The use of the school facilities for school purposes, meetings of students, and other organizations affiliated with the schools shall have precedence over all others.
6. The group using the facilities will be responsible for ensuring its members adhere to the facility use guidelines and will be responsible for any damage to the facilities or equipment. If participants or children are found in areas not reserved, renters will have all facility privileges terminated.
7. The district reserves the right to require renters to provide uniformed security for the event.
8. Groups receiving permission to use facilities are restricted to the dates and times approved and to the area of the facilities specified.
9. Groups using the facilities are responsible for the observance of all city, county, state fire, and safety regulations.
10. The use of alcoholic, tobacco, profane language or gambling in any form is not permitted on school property.
11. On days when school is closed for unforeseen circumstances, all outside group activities will be canceled or postponed.
12. The use of kitchen equipment, using the school's ovens, mixers, dishwashers, or other equipment is prohibited unless the renter requests the assignment of a food service employee. The rate for the use of a district employee is \$20.00 per hour, plus time requested.
13. If there is a need for custodial or maintenance assistance for the event, the rate for the use of employee is \$20.00 per hour, plus time requested.
14. The Board of Education will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available during community emergencies.
15. Payment for facility use will be made to the building being requested before use.
16. The district may require proof of liability insurance from any renter.
17. Permission must be granted from the building principal before any district equipment is removed from the school grounds. A deposit fee may be established for this use.
18. Those groups who have already reserved facility use time before October 14, 2019, will be grandfathered to the terms in which the reserved facilities were approved.

Approved: October 14, 2019