

## **GENERAL ADMINISTRATION**

## **Regulation 1420**

### **School/Community Relations**

#### **Community Use of School Facilities**

##### **Use of Buildings**

In accordance with the law, buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the Superintendent/designee.

##### **Applications for Use**

Applications for the use of the premises shall be made in writing and shall state the date and purpose of the use, and, if an admission charge is to be made, the purpose of raising said funds and such other information as the Board or the Superintendent may require. Parent organizations, Scout, educational and other school activity organizations which may be granted use of certain rooms for regular meeting purposes shall not use other rooms in the building to hold meetings or entertainment on other than the regular meeting night unless written application is made for the use of same as provided above.

Any cancellation of reserved dates must be made in writing at least twenty-four hours before the date on which meetings are scheduled. The Board reserves the right to cancel any arrangements for use of buildings upon due notice in advance.

##### **Rental Charges**

No charge will be made for any "strictly school" activities or for regular meetings of parent organizations. No charge will be made to Scouts and similar organizations so long as no additional cost is incurred in custodial support who would not normally be on duty and if no extra work is incurred in setting up chairs, equipment, etc.

All rental charges for use of buildings are due and payable at least twenty-four hours before the date on which the building is to be used. When the buildings are rented on Saturday or Sunday, an additional charge over and above the minimum charge may be required. Other payment arrangements may be made with the Superintendent/designee.

##### **Prohibitions**

1. Special permission must be received to serve meals.

## **Student Fundraising**

District-Sponsored Fundraising — Any activity that has the purpose of raising funds in support of a student activity or program and that is administered and conducted by school staff or students involved in the activity or program.

Raffles — the board approved the use of raffles for fundraising when approved by administration as a part of school group fundraising. (09/20/2012)

### **District Sponsored Fundraisers**

The Board prefers that the school district financially support district-sponsored student programs and activities. However, in some cases it may be necessary to raise funds to help support these district endeavors, and the district may involve students in these fund raising activities.

The superintendent and principals will be directly responsible for all district-sponsored fundraising activities conducted in the district or sponsored in any manner by the district. All district-sponsored fundraising activities must first be approved by the building principal and/or the superintendent or designee and must comply with the requirements set out in district policies and procedures, including the district's wellness program and district funds management rules. All funds collected in a district sponsored fundraiser will be deposited in district accounts.

### **Student-Initiated Group Fund Raisers**

Student-initiated groups are not district sponsored, but these groups have the same access to district facilities, communications channels and fundraising opportunities as other district-sponsored noncurricular groups. These groups may conduct fundraising activities, but must follow the same rules applicable to other district-sponsored noncurricular groups.

### **Fundraising by Other Groups**

For liability and funds management purposes, it is essential that district staff not confuse district sponsored fundraising with fundraising conducted by booster clubs and other groups not directly controlled by the district. Although the district welcomes community involvement in and support of district programs, the district cannot take responsibility for fundraising or the funds collected by such groups. To avoid confusing parents, students and community members participating in the fundraising efforts, only district-sponsored fundraising subject to district rules may occur during the school day or class time.

A group may only use the name, logo or mascot of the district or of a district school in reference to a fundraiser if the fundraiser has been approved by the superintendent or designee or the School board and the funds raised go to the district as represented in the advertising.

All fundraising projects for sale and consumption of food items within and prior to the instructional day will follow the District's Nutrition Standards when determining the items being sold.

## **District Nutrition Standards**

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

### Food:

- Encourage the consumption of nutrient dense foods, i.e. WHOLE GRAINS, FRESH FRUITS, VEGETABLES, and DAIRY PRODUCTS.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 35% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will generally have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds with minimal added fat in processing (no more than 3 grams of added fat per 1.75 ounce or less package size) are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Candy:
- Candy is defined as any processed food item that has:
  - a. Sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), syrup) is listed as one of the first two ingredients AND
  - b. Sugar is more than 35% of the item by weight.
- Vending sales of candy will not be permitted on school grounds.
- Non-vending sales of candy will be permitted ONLY at the conclusion of the instructional school day

**Regulation 1420**

**Page 2**

2. The sale, consumption or possession of alcoholic beverages shall not be permitted on School District premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on School District premises. The person in charge of the meeting will be held responsible for the enforcement of this rule.
3. Damage or breakage occurring in any building or grounds on account of the activities of an organization using it as a meeting place shall be paid for by the organization.
4. No use of equipment shall be granted unless an instructor or attendant, approved by the Board, is in charge of the rooms or equipment.
5. Smoking is not permitted in any school building.
6. The use of profane language or gambling in any form is not permitted in any school building.
7. Raffles will be allowed on school grounds for small group funding upon administration approval. (September 2012)

## SCHUYLER R-1 COMMUNITY USE OF SCHOOL FACILITIES

For the purposes of designating priority in allowing use of facilities and establishing a rate schedule, the following group definitions are adopted. Lower rates and first consideration for use of facilities will be granted groups whose purposes are first to serve youth and second the Schuyler County community.

**GROUP I      School Related Organizations:**  
CTA, School Clubs, PTO, Adult Education Classes, Booster Clubs, Alumni Groups, etc.

**GROUP II      Service Oriented Organizations:**  
Service clubs, Political Groups, Religious Groups, Fraternal Service Clubs 4-H, Scouts, Community Athletic Teams.

**GROUP III      Local Groups Operating for Profit or Allowing Non-Local Participation:**  
Family reunions, local businesses and local organizations not included in Groups I and II which are profit making or which include participants from outside the Schuyler R-1 School District.

**GROUP IV      Non-Local Groups:**  
Groups including a significant proportion of non-residents of the Schuyler R-1 School District

FACILITY	CHARGE FOR GROUP*			
	I	II	III	IV
Classroom	0	0	10	25
Kitchen	0	25	35	50
Multi-Purpose Room	0	10	50	100
Middle School Gym	0	10	50	100
High School Commons	0	25	50	100
High School Gym	0	200	200	200
High School Football/Track	0	200	200	200
Football Practice Areas	0	0	0	0
Gym – Basketball Games	0	30	30	30

- Because of the expense of maintaining the High School Gymnasium floor and heavy demand on its time, all groups are encouraged to use the Middle School Gym and Multi –Purpose Room
- We have a setup and cleanup fee of \$30 when playing other schools that covers bleachers, clocks, etc.
- An additional building/custodial fee of \$20 will be charged for any usage over 1 ½ hours unless waived by administration.

**Regulation 1420**

Ages Pre-K thru 3<sup>rd</sup> Basketball: Must use the multi – purpose room first unless the middle school has available gym space - \$10 each practice/game

- Fee waived if practice during regular working hours of custodian unless it's a game
- 5:00-9:00 PM (2 practices/week, 1 MS Gym and 1 MP Room) 1 ½ hour limit

4<sup>th</sup> thru 6<sup>th</sup> BASKETBALL: Practices in Multi-Purpose Room and M.S. Gym only - \$10 each practice/game

- Fee waived if practice during regular working hours of custodian unless it's a game
- 6:00-9:00 PM (2 practices/week, 1 MS Gym and 1 MP Room) 1 ½ hour limit

7<sup>th</sup> & 8<sup>th</sup> BASKETBALL: Practices in Multi-Purpose Room and M.S. Gym only - \$10 each practice/game

- Fee waived if practice during regular working hours of custodian unless it's a game
- 6:00-9:00 PM (2 practices/week, 1 MS Gym and 1 MP Room) 1 ½ hour limit

Adults who are working with Schuyler R-1 Students in an organized team situation whereby at least 50% of the students involved are enrolled at Schuyler R-1 may rent the Middle School gymnasium/Multi-Purpose room. The responsible party must sign the acknowledgement of the hold harmless agreement and rules as written on this document. All students on the team who will be participating must be listed on this form.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALL ACTIVITIES ARE SUBJECT TO THE DISCRETION OF THE BOARD OF EDUCATION AND THE ADMINISTRATION.