

## **Coleman Community Schools**

### **Procedures for Community Facility Use**

A copy of the procedure for use of School Facilities shall be given to each group requesting use of school property.

In an attempt to treat all individuals alike and to protect the facilities belonging to the taxpayers of the school district, the following shall apply:

1. At all times school functions will take precedence over community use of the facilities. Use of any facilities or any part of grounds or athletic complex is done by the responsible party of the group calling the appropriate building secretary. Elementary School 465-6179, Jr. /Sr. High School 465-6171. Only the person responsible for the group/organization can request a room.
2. A request form shall be filled out at least one (1) week in advance of the event, with the appropriate building secretary. In case of emergency a shorter time frame may be accepted. Any group wanting to reserve the facilities long term would need to call as early as possible. Every effort will be made to accommodate the group. Request for the use of the facilities during holidays and summer break will be considered on an individual basis. The request for external organizations will be forwarded to the Superintendent who gives final approval. The Superintendent or Designee will contact the group representative to confirm if the request is approved or not.
3. The request for school facilities allow group(s) to use only the area requested, only at times stated. Public and students are not allowed to roam the building; they must stay in the area approved on the request form.
4. The adult person requesting use of the facilities shall be responsible for the actions of those using the facilities. The adult representative in charge will be billed for any damages/repair cost incurred while using the facility. Students and children are not to be left unattended.
5. The school will do its best to announce on the P.A. any cancellations of an activity for a group or groups if the representative calls before 2:30 p.m. the day the activity is booked.
6. When using the gymnasiums, proper footwear must be used in order to prevent damage to the floors. Baseball or softball batting practice will be permitted in the gymnasiums only when there is an authorized area and approved equipment. Unauthorized use of the gymnasium and its equipment is strictly forbidden. No food or beverages are allowed in the gym.
7. School personnel or the group representative responsible for the activity must be on duty at all times when the school facilities are being used. If the using group requires the use of the facilities beyond the normal working hours of the custodians or kitchen staff, the group will be charged for the custodial and/or kitchen staff hourly wages. If the group would need to use the kitchen facilities, there will be at least one kitchen staff member on duty. Hours available for community use will be 7 a.m. to 9 p.m., Monday through Friday during school days, during weeks school is in session. Use of the buildings during school breaks and the summer will be determined by the superintendent.
8. Unpaid fees will result in restriction of future use of all facilities.
9. There will be a fee for any Transportation services, including hourly wage and mileage.
10. When school personnel require the use of the school facilities immediately after school, they are not required to fill out a building use slip. However, informing the custodians of where you are in the facility will allow them to

know in case of an emergency (verbally or note in box). Use of school facilities not immediately following school hours should be submitted to the building secretary/ FMX system.

11. All community activities will be cancelled on Act of God days. On in-service or half days, the custodian will be in the building until the using group is done with their activity. School-sponsored sporting events may be played as scheduled during Act of God days and as determined by the Athletic Director and Superintendent.

12. Groups are only to use the main entrance to the buildings. Permission from school personnel on duty must be obtained to use other entrances.

13. If a call needs to be made during the hours that the office is open, you may use school phones. Please do not ask the custodians to open offices to use the phones unless it is an emergency.

14. Tobacco (including E-Cigs/Vape Pens), alcohol, drugs and weapons of any kind are strictly prohibited on school property.

15. Community groups must leave school facilities in the order in which they found them. Any extra cleaning required will be charged to the using group. Ask the custodian for broom, dustpan and mop for your group's to use. School supplies or equipment are not available to public without prior approval.

16. Park only in authorized areas.

17. Cafeterias are available for community events (wedding receptions, dances, anniversaries, etc.). There will be a building usage and custodial fee.

18. School facilities, grounds and equipment are available to community groups with a rental charge. Exceptions: School-related organizations, non-profit community organizations.

19. Notify the school offices as soon as possible if you cancel meetings or activities.

20. Locker rooms and showers are not available for public use.

**Facility usage fees included on next page:**

The school district reserves the right to deny any request.

School Board approved November, 2022.

## Costs for Building Facility Use and Field Trips-2022-2023

Facility Use and Field Trip information will be submitted via the Facilities Management Express system. Transportation/Maintenance Director will determine field trip costs and submit to the Business Manager. Superintendent will determine all other costs for activities listed as community/external events based on "Procedures for Community Facility Use".

### **Custodial**

Weekday Custodian/Hour \$35/hr.

Weekend Custodian/Hour) \$48/hr.

### **Kitchen**

Weekday Kitchen Staff/Hour \$18/hr.

Weekend Kitchen Staff/Hour \$18/hr.

J/S High Kitchen \$75.00- Lights, water, gas (oven & stove), power to equipment/outlets (coolers, freezers, ovens, warmers, dishwasher, steamers, serving units, etc.). Soaps/Sanitizer, towels, pan spray, parchment paper, gloves, foil/Saran, thermometer & probe wipes, use of pans, utensils, sanitizing buckets & sponges, etc.)

Elementary Kitchen \$50.00- Lights, water, gas, power to equipment/outlets (coolers, warmer, dishwasher, serving unit, etc.), soaps/sanitizer, towels, gloves, foil/Saran, thermometer & probe wipes, use of pans, utensils, sanitizing buckets & sponges, etc.)

### **Field Trips**

Weekday Bus Driver/Hour \$29/hr.

Weekend Bus Driver/Hour \$33/hr.

Mileage Costs \$2.52/hr.

\*\*Additional ½ hour charged for Pre-Trip and Post-Trip Duties

### **Other**

Classroom \$20.00

High School Gym \$50.00

Cafeterias \$35.00

Middle School Gym \$40.00

Media Centers \$25.00

Elementary Gym \$25.00

J/S High Auditorium \$75.00

Athletic Complex/Football Field \$75.00

Lights \$15.00/hour

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