

	ABERDEEN SCHOOL DISTRICT	NEPN Code: KF-R
	POLICIES AND REGULATIONS	

COMMUNITY USE OF BUILDINGS, GROUNDS, AND PROPERTIES REGULATIONS

Granting of Approval

The following procedures will be observed whenever a user requests permission to use a school facility:

- The Superintendent or his/her designee is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants who satisfy the purposes and limitations of the Community Use of Buildings, Grounds, and Properties Policy (Policy KF).
- Right is reserved by the School Board through its Superintendent to cancel or revoke any such agreement, without liability, should such action be deemed necessary or desirable by the Superintendent or the School Board.
- Requests for public use of school facilities must be made by a designated official of the organization requesting to use the school facilities. The applicant must be at least 21 years of age.
- Requests for use are received by principals and Director of Operational Services or designee. Approval is granted by the Director of Operational Services, who also prepares the lease agreements.

Operational Services Functions

- All uses of school facilities must be approved and scheduled by the Building Principal and Director of Operational Services prior to the time of use.
- Payment for facility use, according to the schedule of fees, is due within 30 days of billing.
- All rental fees are computed on an hourly rate beginning with the time the building is required to be open and ending with the time the building is no longer occupied. They are paid to the Aberdeen School District Finance Office.
- The District reserves the right to assign all concession rights for all facilities. All program and novelty sales require the prior approval of the district's Director of Operational Services.
- Proper conduct in use of school property shall prevail at all times. Any complaint in this respect may be considered cause for refusal of further lease agreements.
- An agreement for use of school property shall be signed in advance of use by each user or its sponsoring agency. All agreements shall include a statement freeing the District of any liability.
- Exchange-of-facilities-use agreements between the District and other governmental subdivisions may be arranged through the office of the Director of Operational Services.

Custodian, Food Service, and Technology Staff Requirements

- Any use of the school's property shall be under the direction of a school custodian except as deemed unnecessary by the Director of Operational Services. A minimum amount of \$30.00 per hour will be charged to the group using the facility.
- Only shoes that will not cause damage to the floor may be worn. Use of resin or other substances on floor surfaces is not permitted.
- All equipment is to be furnished by the organization using the facility/property.
- The use of kitchen space in a school facility requires a school employee be designated as the responsible party. A minimum amount of \$30.00 per hour will be charged to the group using the facility.
- If the use of technology equipment in a school facility requires technology staff to be on duty, the group using the facility will be charged \$50.00 per hour for a minimum of one hour.

District Grounds Requirements

- Organizations/businesses requesting use of District grounds for public events will complete a Lease Agreement prior to use.
- Portable restrooms at the expense of the organization/business may be required for activities and tournaments.
- Water and electricity may not be available from District sources.
- As a community service, organizations/businesses may use unlocked District grounds for practice sessions with prior approval from the Director of Operational Services as long as the use does not conflict with school programs. Provided that the use doesn't conflict with type of activity prohibited (Policy KF).
- Organizations/businesses are responsible for care of the grounds and removal of litter and will be held responsible for any property damage occurring at the time of use.

Board Actions Affecting Use Agreements

- The School Board reserves the right to take final action on all rental requests.
- Cancellations by the School Board or the school administration are made without liability or prejudice. The right to such cancellations is at all times reserved by the School Board.
- It is understood that priority in obtaining specific dates, times, and sites for school use shall be granted in the following order: District, parent support groups, NSU, City of Aberdeen, youth organizations, and other non-profit organizations.
- The following groups may use school facilities without payment of rental fees. If the District incurs additional labor costs, these costs will be charged to the group.
 - 1) State or regional professional education organizations
 - 2) Groups sponsoring educational meetings or activities in which school-age students are involved
 - 3) Aberdeen Central High School alumni reunions

- 4) PTAs and Booster Clubs affiliated with the Aberdeen Public Schools
 - 5) Aberdeen Public Schools Foundation, Inc.
 - 6) Any political subdivision of the State of South Dakota, by authority of the SDCL 13-15-1
- The School Board reserves the right to enter into special contracts at rates different from the Schedule of Rental Fees.

Aberdeen School District Schedule of Rental Fees

	Class "A" (Commercial)	Class "B" (Non-profit)
High School Arena	\$160 per hour	\$80 per hour
High School Theatre	\$160 per hour	\$80 per hour
Middle School Gym	\$120 per hour	\$60 per hour
Middle School Theatre	\$120 per hour	\$60 per hour
Elementary Gym	\$100 per hour	\$50 per hour
Regular Classroom	\$80 per hour	\$40 per hour
Computer Lab	\$100 per hour	\$50 per hour
Video Conference Room	\$100 per hour	\$50 per hour
Kitchen	\$100 per hour	\$50 per hour

The above rates are for the rental of the building and do not include the cost of District employee labor.

Class A rates shall be charged to individuals, firms, corporations, or similar bodies when the facility is to be used for the direct benefit to the owners.

Class B rates shall be charged to non-profit organizations.

Holgate Middle School Healy Field Rental Fees

Rental Fees	Set-up/Clean-up Fees
\$100 per event (lights not available)	\$30.00 per hour

Gene Brownell Activities Complex Rental Fees

Rental Fees	Set-up/Clean-up Fees
\$700 per event with lighting	\$30.00 per hour
\$600 per event without lighting	

Northern State University and the City of Aberdeen are not required to pay rental fees; however, they are responsible for performing set-up and clean-up for their events.

LEGAL REFERENCE:

SDCL 13-15-1 School district contracts with state agencies and subdivisions authorized

OTHER REFERENCES:

Labor Agreement between the Aberdeen School District 6-1 and Custodial, Food Service, and Maintenance Staff

Facilities Use Agreement between the City of Aberdeen and the Aberdeen School District 6-1

Agreement for Use of Facilities between Northern State University and the Aberdeen School District 6-1

Facilities Use Agreement between YMCA and Aberdeen School District 6-1

REVISED: February 14, 2000

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