

**CIRCLE UNIFIED SCHOOL DISTRICT 375 FACILITY USE APPLICATION**

Application Date \_\_\_\_\_ Name of Group or Organization \_\_\_\_\_

Name of Person Representing Group or Organization \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates Desired \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Facilities Desired: Building(s)/Location(s) \_\_\_\_\_

- |   |                      |
|---|----------------------|
| _____ Classroom(s) Number requested _____   | _____ School Library |
| _____ Auditorium                            | _____ Gymnasium      |
| _____ Gymnasium with Dressing Rooms         | _____ Board Room     |
| _____ Multipurpose Room / Commons           | _____ Turf Field     |
| _____ Kitchen / Multipurpose Room / Commons | _____ BB/SB Complex  |

List any school equipment desired for use: \_\_\_\_\_

Will food or beverage be served or sold at this activity? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, will USD 375 kitchen equipment be needed and if so, what equipment? \_\_\_\_\_

Will an admission be charged or free will offering be collected for this activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

It is the organization’s responsibility to notify the school principal of cancellations or changes to the above request no later than 24 hours prior to the event. Fees must be paid by the conclusion of the event.

I have read this agreement and rules for facility usage and agree to be financially responsible for any damage to school property that may occur during the time of this agreement. In submitting this application, the organization I represent, agrees to abide by the rules and regulations as issued by the USD 375 Board of Education for the care of school facilities, to accept full responsibility for damage done to school property by those in attendance at the activity and to make prompt payment to Circle USD 375 and or school employee(s) upon receipt of invoice.

\_\_\_\_\_  
Signature of person authorized to sign this application

Facilities ARE AVAILABLE on date(s) requested.

Application APPROVED

DENIED

\_\_\_\_\_  
District Administrator’s Signature

\_\_\_\_\_  
Building Administrator’s Signature

Facility Charge: \_\_\_\_\_ Custodial Charge: \_\_\_\_\_ Other Charges: \_\_\_\_\_

Other Requirements/Comments: \_\_\_\_\_

## RULES FOR USE OF SCHOOL FACILITIES - CIRCLE USD 375

School facilities may be used for various community activities by nonprofit or charitable community groups and organizations subject to the following provision, and to such other rules and regulations as the Board of Education may prescribe.

1. The School and its organizations shall have first claim to the use of the buildings and grounds at all times. Application for the use of such facilities is dependent upon availability.
2. The use of the building/grounds must be confined to that portion and use requested.
3. Unless permission is specifically granted to use the building/grounds until a later time, the facility must be vacated by 8:30 p.m.
4. Agreements to use school facilities will be issued for specific rooms or areas. It shall be the responsibility of the organization to see that the remainder of the building or complex is not entered or disturbed. The organization must provide competent adult supervision and/or security for all activities, for all in attendance, at all times. Persons signing the agreement for use of the facility shall be responsible for all persons entering the complex regardless of whether or not those entering are members of the group which has been granted permission to use the facility.
5. Disorderly conduct, use of illegal drugs, tobacco products and alcoholic beverages shall be prohibited in all school buildings and on all school property. Consumption of food and beverages shall not be permitted except in the areas designated by the building administrator.
6. List equipment and other items required on the front side of this application. Moving and adjusting scenery, securing lighting effects, operating public address system, using kitchen equipment, operating other district owned equipment may require the direction of an employee of the board of education. The group using the building will reimburse the district for the cost of the employee.
7. After the function is completed, all property such as tables, chairs, etc. must be restored to the same setting they occupied before the function. The organization and the person in charge are responsible for leaving the building area used as it was before entering and to make sure all windows, doors and gates are closed.
8. Pertaining to Gym Usage, Field Turf and Baseball/Softball Complex:  
Only players and coaches will be allowed on the playing surface. Spectators will remain in the bleachers. All matters concerning scheduling and use of the school facilities as it applies to biddy basketball and little league football, baseball and softball will be channeled through the director of the program. The responsible individual will provide the school office with a practice schedule and a schedule of games played in the facility. The scoreboard and clock are available only for scheduled games. All field maintenance will be completed by the Circle Staff and/or High School Teams under the coach's supervision. Use of lights at the outdoor facilities will not be used except in rare pre-approved situations where costs are covered by the group using the facility.

### Schedule of Usage Fees for School Facilities - (Charges may be waived/reduced)

Classroom	\$ 10.00/hr	Turf/Baseball-Softball Complex Fee for Practice per hour	\$125.00
Auditorium	\$ 25.00/hr	Turf/Baseball-Softball Complex Fee for a Game	\$550.00
Gymnasium	\$ 25.00/hr	(rental includes use of ticket booth, concession stand, lights, press box, PA, clock and all field gear)	
with dressing rooms	\$ 35.00/hr		
for multiple day tournaments	\$700.00/fee	Turf/Baseball-Softball Complex Fee for All Day	\$1600.00
Commons or Library	\$ 20.00/hr	(Rental includes use of ticket booth, concession stand, lights, press box, PA, clock and all field gear)	
Kitchen/Commons/Multipurpose Rm	\$ 30.00/hr		
Concession Stands	\$ 10.00/hr	Turf/Baseball-Softball Complex Fee for Multiple Day per Day	\$1100.00
Board Room	\$ 20.00/hr	(Rental includes use of ticket booth, concession stand, lights, press box, PA, clock and all field gear)	

### Custodial Fees

If the use of the school's custodians and custodial service is required, the requesting organization will pay a service fee. (Minimum \$50.00 -- \$25.00 per hour w/ 2 hour minimum) Federal Wage and Hour guidelines prohibit a district custodian from donating or volunteering time for any custodial or maintenance duties for any organization using school facilities.

## **CIRCLE SCHOOLS USD375 FACILITY USE GUIDELINES**

The policy of the school board shall be to encourage the utilization of school facilities by community groups. Such use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity.

The operation and maintenance of school buildings represent a cost to the district. Free uses, therefore, must be confined as nearly as possible to those which have a conceivable relationship to the school system or programs. A rental fee must then be charged for all other uses. The board has established reasonable fees and/or rental charges for the use of any school facility. No rental fees will be charged to organizations which contribute directly to the districts programs and students. These include school related groups and organizations who are organized primarily for the benefit of the district and whose primary purpose is that of enhancing the educational purpose and process of the district. Rental fees for other groups or organizations may be reduced and/or waived by district administration.

1. Individuals and organizations wishing to use school district facilities shall file a Facility Use Application with the principal of the building or in the matter of the Stadium/Baseball-Softball Complex the Central Office seven (7) days prior to the date of use.
2. The use of school facilities for school purposes, meetings of students, parent-teacher associations and other organizations affiliated with the schools have precedence over all others.
3. The group will be financially responsible for disciplining its own members. The group using the facilities will be responsible for any damage to the building or equipment.
4. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the building principal or Central office.
5. Groups receiving permission are responsible for the observance of city, county and state fire and safety regulations at all times.
6. Disorderly conduct, the use of illegal drugs, alcoholic beverages or tobacco products shall be prohibited in all school buildings and on all school properties.
7. An employee of the board or an individual designated by the superintendent must be on duty whenever a school building or school stadium/Baseball-Softball Complex is used by an organization or group and a Facility Use Application is approved by the administration unless this provision is waived in accordance with policy KGC.
8. On days when school is closed because of snow or other unforeseen circumstances, all outside group activities for that day may be canceled or postponed.
9. Arrangements for the use of special equipment such as projectors, piano, public address systems, scoreboard controls, or other equipment belonging to a school must be made with the school principal/ Central Office at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware may require the assignment of a district employee.
10. The board will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
11. In situations where extended usage for a long period of time is required, rates may be set at a contract price negotiated with the superintendent or his/her designee.
12. If a custodian is required at times other than the established custodial work schedule, the requesting organization will pay a fee with the minimum set at \$40 (\$20 per hour / 2 hour minimum).
13. All payments made for services rendered will be to Circle Unified School District No. 375.
14. The board reserves the right to cancel any permission granted.
15. Pertaining to Gym Usage, Field Turf and Baseball/Softball Complex:  
Only players and coaches will be allowed on the playing surface. Spectators will remain seated in the bleachers. All matters concerning scheduling and use of the school facilities as it applies to biddy basketball and little league football, baseball and softball will be channeled through the director of the program. The responsible individual will provide the school office with a practice schedule and a schedule of games played in the facility. The scoreboard and clock are available only for scheduled games. Use of lights at outdoor facilities will not be used except in rare pre-approved situations where costs are covered by the group using the facility.

Requests for use of the district's buildings and grounds by individuals or outside organization shall be submitted to the building principal or Central Office. Any request for use of the district's buildings or grounds shall be granted or denied pursuant to regulations for use of the facilities developed by the administration. Any group using the district's facilities shall comply with all rules and regulations governing use of the facility.

Staff members representing individuals or outside organizations shall acquire advance approval of the building principal or Central Office for the use of any facility, grounds, or equipment for Non-school use.

*(Board Policy-KGAB) Use of Tobacco Products in School Buildings and on School Grounds. In accordance with Kansas statute, the use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district that is used by students. The board of education encourages a smoke free environment. To that end, smoking by the general public is prohibited in school vehicles and all facilities owned or leased by the district. Additionally, smoking is prohibited in spectator areas at school sponsored activities.*

A school employee shall be on duty to see that the building and equipment are properly used whenever any school facility is used by non-school groups or individuals. A school employee may not be required when, in the opinion of the building principal, it is not necessary. In this case, the sponsors and the principal accept full responsibility for the facilities use.

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of children, students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; shall be held accountable.

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon in or on any school property, school grounds, or any district building or structure used for student instruction or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.

**Use of Stadium/Baseball-Softball Complex is guided by the following principles:**

- **All field maintenance will be completed by the Circle Staff and High School Teams under the coach's supervision**
- **All school policies are to be adhered to while on school grounds**
- **Skateboards, bicycles, pets, alcoholic beverages, and use of tobacco products are prohibited**
- **Use of these facilities must be approved in advance by the Central Office – 541-2577. Board Policy**
- **KSHSAA Code of Conduct Rule 52**