

902 - FACILITY USE POLICY

I. Purpose

The school, as an integral community entity, will share school facilities with residents and organizations of the community. The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. General Statement of Policy

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. Scheduled Community Education Classes and Activities

- A. The Community Education office shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the Community Education office.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. General Community Use of School Facilities

- A. The school board, or appointee may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Community Education office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It will require payment in full to secure the use of the facilities. It will be the responsibility of the renter to fully repair, to the school district's operating standards, or replace any damaged facilities, equipment or other school property caused by the renter. A rental fee schedule and payment procedure shall be presented for review and approval by the school board annually.

Group One—School Related Activities (approved by Community Education) These activities have priority over groups two through four.

- A. Advisory Committees

- B. Special groups or committees initiated by the district or an individual school to work with special issues or projects.
- C. Fundraising activities sponsored when and if all excess of receipts over expenses and costs.
- D. College related classes

Group Two—Community Activities (approved by Community Education). These activities have priority over groups three and four.

- A. Scout group, 4-H clubs, etc.
- B. Community Services program classes and events (jointly sponsored by city or school district)
- C. Public information meetings
- D. Religious Activities

Group Three—Miscellaneous (Approved by Superintendent and School Board. Fees may be charged.)

- A. Local fund-raising activities
- B. Other-as deemed appropriate

Group Four—Commercial, for profit

- A. Non-resident activities
- B. Political activities

Fees are set and collected by the district for all facilities use by groups 3 and 4.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.
- E. In the event of postponement due to weather conditions, the renter can reschedule or their deposit will be refunded. In the event school is closed due to weather, the renter will be called to discuss options. The school district has the right to close the building if it deems it is unsafe for the employees to travel to the building.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

All four groups must follow these rules.

1. Groups must confine their activities to the space reserved and adult supervision must be provided at all times.
2. School equipment or supplies are available to groups only through previous arrangements with the Community Education office.
3. Materials placed on the bulletin boards or written on the black boards should not be disturbed.
4. Facilities must be left in the condition found. Damages to the facilities or equipment will be charged to the group.

5. School District property should not be taken out of the building unless proper approval has been granted.
6. District 2580 is a tobacco free school. The use of all tobacco products is prohibited in all school buildings and on all school property.
7. Any event using the kitchen must hire a cook from the food service department.
8. Anyone renting the pool must hire certified lifeguard employed by the school district. All refuse and debris will be disposed of properly.
9. Public decency laws will be enforced.
10. Public drinking laws will be enforced.
11. Proof of insurance must be provided by those in groups two, three and four.

	Group 3	Group 4
4 hours only. Each additional hour will be billed at the rate of 25% of the 4 hour price.	Miscellaneous (non -resident, political, fund-raising, other)	Commercial
High School Gym	\$80	\$160
Elementary Gym	\$75	\$150
Pool (2 hours)**	\$75	\$200
Auditorium	\$75	\$150
Elementary Cafeteria	\$50	\$100
Secondary Cafeteria	\$50	\$100
Kitchen	\$50	\$100
Foyer	\$40	\$80
Classroom	\$25	50
Home Ec w/cooking	\$50	\$100
Library (for meetings only)	\$25	\$50
Football Field	\$75	\$150
Softball/Baseball Field	\$50	\$100
Parking Lot	\$25	\$50

FEE SCALE

Staff

Fees for the following services may be assessed in addition to your space rental fee:

- Custodial service
- Food service
- Lighting/sound technician
- Building supervisor
- Lifeguard,
- Etc

Charges will be for a minimum of two hours for each employee needed. Billing will be issued at the employee's daily rate plus time and one half and benefits. The amount of each fee can be obtained from the District Office.