

Regulations for Use of District Facilities

1. Applications for use of school facilities

- a. Applicants, except for school sponsored groups, must apply on appropriate forms, indicating the purpose of the request the name of the responsible individual (must be 21 years of age), and the hours the building would be used.
- b. Applications shall be submitted to the superintendent or his designee, who will indicate approval on the form and clearance of a date for the use of the facility. If a rental fee or deposit is to be charged, it is to be paid in advance. When a group or individual is to pay for direct cost, the fees are to be paid within seven (7) days of the usage.
- b. Application for facility use should be submitted no later than seven (7) days prior to use.
- c. A copy of the applicable regulations and any additional building rules for community use of school facilities shall be given to each approved applicant.

2. Responsibility of user

- a. The renter or user of school facilities, or the group requesting to use school property, shall be of good repute and demonstrate responsibility. The rental or user's representative shall be held personally accountable with the renting or using group for fulfillment of the terms of the agreement, including payment of the rental fee and damages beyond ordinary depreciation of the facilities.
- b. The renter or user or designated representative shall be responsible for the conduct and control of both patrons and participants and shall ensure that all state, city, and School District regulations governing safety are followed.
- c. Any organization sponsoring the use of District facilities shall assume all liability for any accidents of parties associated with the group, that may occur upon the grounds or in the buildings, under their supervision during the time in use.
- d. No group will be admitted to the facility until an adult supervisor is present.

3. Conditions for Facility use

- a. The facility should be left clean and orderly, all equipment put away, and all doors locked. The facilities won't be used on Saturday or Sunday for athletic purposes of any type, i.e. open gym, etc. Facilities is defined here as indoor areas. Exceptions to

this statement are as follows: 1) Junior Dragons elementary basketball games when scheduled with the principal prior to the activity; 2) local non-profit and church/religious groups if scheduled for a single date and the facility will be used by multiple age groups. Exceptions to the exceptions granted only by the Board of Directors at a regularly scheduled meeting.

- b. The maximum number of people permitted in any school facility shall be restricted by fire marshal regulations.
- c. Organizations or individuals using outside facilities will be expected to provide for the clean up of grounds or will be charged a fee for this purpose.
- d. The school gymnasium may be used for the purposes and activities appropriate to the facilities. Gym shoes, with non-marking soles are required for participants in all active sports and games. (A fee will be charged for removal of all black marks.)

4. District Supervision

- a. Custodial: A custodian must be on duty at all times when the building is being used. Custodial services will be charged when set up or other than routine clean up services are required. Charges will be made when the premises are used at a time beyond the hours a custodian is regularly on duty. (Fee to be salary time and a half, plus fringe benefits.) If no custodian is available building use will be declined.
- b. Cafeteria: A regular school cafeteria worker must be on duty whenever kitchen equipment and appliances are used. Charges will be made for the cafeteria worker according to salary time and a half, plus fringe benefits. If no cafeteria person is available, kitchen use will be denied.
- c. The assigned District employees shall be paid by the District.

5. Hours of use:

- a. Buildings shall normally close when the custodian on duty has completed his/her work schedule. Use beyond the regular closing time shall be charged at the current rate of custodial overtime.

6. Exceptions to Regulations:

- a. Exceptions to the regulations listed above may be made at the discretion of the Superintendent.

7. Authority to approve applications for the use of school facilities by individuals or groups for private gain shall be restricted to the superintendent.

- 8. School Authorities reserve the right to refuse use of school facilities to any individual or group.
- 9. Any individual or group denied the use of school facilities has the right to appeal to the District School Board. The school board's decision will be final in all appeals.

FACILITY USER CATEGORIES AND OPERATIONAL CHARGES

A. USER CATEGORIES

- 1. District Educational use: No charge. 1st priority on all facilities.
- 2. School Youth related use: No charge except for direct costs for such items as cooks, custodial, supervisors, etc.
- 3. Local Non-profit Organizations (Community groups, service clubs, booster clubs and other public agencies whose sole purpose is for recreation, or to provide service to the School District or community): No charge except direct costs for such items as cooks, custodial, supervisors, etc.
- 4. Educational Institutions (other school districts, colleges, or agencies providing educational programs.) Charges listed below may be waived by the School Board or Superintendent.
- 5. Churches/Religious Groups (where use is solely or predominately for religious purposes and is sponsored by a locally recognized church or churches.)
- 6. Commercial use (in district): Applies to any group or organization for private use, private financial gain and the request is sponsored by a locally recognized group.
- 7. Commercial use (out of district): Applies to any group or organization for private use, private financial gain and is not sponsored by a local group.

B. FACILITIES USE CHARGES:

Category I: No Charge.

Categories II & III (School youth & non-profit):

- 1. Cooks Actual hourly rate for all
- 2. Custodians positions listed
- 3. Supervisors

Categories IV & V (Educational and religious):

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|-----------------------|-------|---|
| 1. Gym | \$75. | Plus actual hourly rate for all positions |
| 2. Locker room/shower | 50. | listed: |
| 3. Cafeteria | 50. | 1. Cooks |
| 4. Kitchen | 50. | 2. Custodians |
| 5. Classrooms | 35. | 3. Supervisors |
| 6. Athletic fields | 50. | |

Category VI (Commercial use, in district):

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|-----------------------|--------|---|
| 1. Gym | \$150. | Plus actual hourly rate for all positions |
| 2. Locker room/shower | 100. | listed: |
| 3. Cafeteria | 100. | 1. Cooks |
| 4. Kitchen | 100. | 2. Custodians |
| 5. Classrooms | 70. | 3. Supervisors |
| 6. Athletic fields | 100. | |

Category VII (Commercial use, out of district):

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|-----------------------|--------|---|
| 1. Gym | \$225. | Plus actual hourly rate for all positions |
| 2. Locker room/shower | 150. | listed: |
| 3. Cafeteria | 150. | 1. Cooks |
| 4. Kitchen | 150. | 2. Custodians |
| 5. Classrooms | 105. | 3. Supervisors |
| 6. Athletic fields | 150. | |

SET FEE MAXIMUM 3 HOURS. Any additional time will be charged at an hourly rate.

SPECIAL NOTE:

1. An agent of the District must be present during all uses listed.
2. No facilities use shall be authorized which might interfere with the operation of the School District's educational activities.
3. All fees will be paid in advance. An advance deposit maybe required at the discretion of the school administrator.
4. School authorities reserve the right to refuse use of school facilities to any group.