

# Policy 1330 – Use of School Facilities

School facilities are primarily intended for the District's educational and extracurricular activity programs and events. School facilities, however, are made available for use by non-school groups/organizations to further the interests of the District and the community. Use of such facilities is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

The Board of Education shall establish rates for the use of school facilities such as gymnasiums, auditoriums, kitchens, commons or multipurpose rooms, libraries, classrooms and athletic fields for public use. Any changes in these rates must be approved by the Board of Education. For current rates, see Administrative Procedures for Policy 1330, Appendix A.

Outside groups/organizations that wish to use school facilities must submit a completed Application for School Facility Use to the school building principal. This application must be completed and signed by a representative of the group/organization who has the authority to commit to the terms of the policy and application. For the application, see Administrative Procedures for Policy 1330, Appendix B.

All equipment that may need to be used by the group/organization must be operated by personnel from the school or by an operator that has been approved by the building principal. All arrangements for the use of school buildings will be made with the principal of the building. If the requested use is for a kitchen, all arrangements will be subject to additional approval by the Food Service Director. Acceptance of the application will be based on availability of facilities as well as a determination that there will be no interruption to educational or extracurricular activity programs and events.

All minimum fees are to be paid in advance. Any additional costs such as custodial, kitchen or equipment technician services will be billed to the group/organization by the District. It is the applicant's responsibility to provide the District with current and correct contact information. This information may be used by the District to communicate with the group/organization in regards to payment of any outstanding fees.

The group/organization using the facilities will have the following responsibilities:

1. Responsible for completing and submitting application.
2. Responsible for any damages to district owned facilities/property.
3. Responsible for removing and replacing furniture.
4. Responsible for all liability.

It should also be noted that the facility used by the group/organization will be subject to a final inspection by the appropriate school personnel. After the final inspection has been reported, any additional charges may be billed to the group/organization.

# Administrative Procedures for Policy 1330

## Appendix A: Rates for Use

The Board of Education shall establish rates for the use of school facilities such as gymnasiums, auditoriums, kitchens, commons or multipurpose rooms, libraries, classrooms and athletic fields for public use. Any changes in these rates must be approved by the Board of Education. This appendix declares the current rates for facility use. Please also refer to Board Policy 1330 for additional terms of use. For the application, see Policy 1330 – Administrative Procedures, Appendix B.

Current rates for use are as follows:

**High School Gym or Auditorium:** Daily fee of \$100.00.

**Elementary Gym:** Daily fee of \$70.00.

**Kitchen:** Daily fee of \$50.00. A staff member must be present for supervision/and or food preparation, serving or cleanup at all times. There will be a charge for this supervision of \$25.00 per hour.

**Commons/Multiple Purpose Rooms:** Daily fee of \$50.00.

**Library:** Daily fee of \$50.00.

**Classroom:** Daily fee of \$25.00.

**Track/Football Field:** Daily fee of \$300.00.

\*If custodial services are applicable, an additional fee will be charged of \$25.00 per hour.

\*\*If equipment technician services are applicable, an additional fee will be charged of \$25.00 per hour for adult technicians. Student technician fees will be the current minimum wage per hour.

The building Principal or Superintendent reserve the right to make exceptions to the above rates. All minimum fees are to be paid in advance. Any additional charges such as custodial or equipment technician services will be billed to the group/organization by the District. The contact information listed on the application may be used to communicate with the group in regards to payment of any outstanding fees.

# Administrative Procedures for Policy 1330

## Appendix B; Application for Use

Outside groups/organizations that wish to use school facilities must submit a completed Application for School Facility Use to the school building principal. This application must be completed and signed by a representative of the group/organization who has the authority to commit to the terms of the policy and application. Please also refer to Board Policy 1330 for additional terms of use. For current rates, see Administrative Procedures for Policy 1330, Appendix A.

### ORGANIZATION INFORMATION:

Name of Organization requesting use: \_\_\_\_\_  
Printed name of Organization Representative: \_\_\_\_\_  
Organization address: \_\_\_\_\_  
Organization contact name: \_\_\_\_\_  
Organization contact phone number: \_\_\_\_\_

### FACILITIES REQUESTED:

Building: \_\_\_\_\_ Area(s): \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

**ADDITIONAL SERVICES:** (Please list any additional needs you may have such as custodial, equipment use, etc.)

\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT POLICY COMPLIANCE:

I have read, understand and agree to abide by the policies, rules and guidelines on the use of these facilities in regards to Board Policy 1330 and its appendixes. I also declare that I have the authority to sign this application as a representative of the organization listed above. I have provided all information accurately to the best of my knowledge and will communicate any changes or needs of this application to the building principal.

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL DISTRICT USE ONLY

The above Organization has my approval to use the facilities requested.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Food Service Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable, custodian working will be: \_\_\_\_\_

If applicable, equipment technician working will be: \_\_\_\_\_

If applicable, kitchen staff working will be: \_\_\_\_\_

Notes: \_\_\_\_\_

Minimum fees were paid on \_\_\_\_\_ with \_\_\_\_\_ Confirmed by (initials): \_\_\_\_\_

**\*\*This completed form must be sent to the District Office along with payment of all minimum fees\*\***