

SCHOOL POLICIES INDEPENDENT SCHOOL DISTRICT 16

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SERIES	900	School/Community Relations
SUBJECT	902	Use of School District Facilities and Equipment
Adopted		September 25, 2001
Revised		January 2004, May 12, 2009

I. Philosophy

It is our belief that all school facilities are community centers operating in partnership with other groups within the community. The School Board encourages the use of school facilities by public and private agencies and institutions that share in the health, welfare, and educational interests of the District 16 community. Groups, agencies, and institutions conducting programs in public school facilities for the public are considered to be a legitimate extension of the total community education program. The right to authorize use of school facilities shall be retained by the Board through the Superintendent or designee, the Director of Community Education. District buildings and grounds will be made available for community uses according to the following procedures:

II. Procedures

A. Permit Requirements/Fee Classifications

The Community Education Department coordinates rental and use of all School District 16 facilities. All usage beyond the traditional school day (7:30 a.m. to 4:00 p.m.) requires a building usage permit. In addition, there are designated district-wide facilities that require a permit at all times. These include the Fine Arts Center, Swimming Pool, and District Services Center.

Organizations desiring building/facility use are classified into four categories. Rental fees and rental priorities are determined according to this classification.

1. Class A (Priority) School, District and Community Education

There is no charge related to the following activities:

- a. Elections
- b. School, federal, state or municipal hearings
- c. City-sponsored recreation

No rental charge during regularly staffed custodial hours. Staffing charges may be made for special set-up and for all activities which are scheduled when buildings are not normally staffed with custodial personnel.

2. Class B or Resident/Youth/Non-profit

There is a charge for the following groups.

- a. Non-profit community based civic groups
- b. Youth service, including organized youth groups such as Boy/Girl Scouts and 4-H
- c. Non-profit community-sponsored athletic associations
- d. Non-profit community adult groups
- e. Area colleges and universities for academic use

Groups qualify as resident with 75% district resident participants.

3. Class C or Non-Resident/Non-Profit Other/For-Profit

There is a charge for the following groups and any other activity not listed in the above categories.

- a. For-profit organizations and businesses
- b. Non-school district groups, 25% or more non-resident participants
- c. Private family functions
- d. Faith organizations contracting for worship, instruction or fundraising
- e. Political groups (conventions/meetings)
- f. Athletic associations without local affiliation
- g. Other

Class C groups are required to place a 25% deposit of estimated total bill. Deposit must accompany reservation request.

III. Responsibility

A. Rules and Regulations

The applicant and/or organization agrees to comply with all rules (following this section) and regulations regarding the use of School District facilities as proscribed by School Board Policies. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless the School District and its officers and employees from any and all claims, damages, liabilities, or rights of action directly or indirectly growing out of the use of the school facilities under this agreement. In the event of damage to school district property, the applicant shall accept the School District's estimate of the amount of same and shall pay for all appropriate repair costs. Adequate adult supervision (21 years or older) must be provided by group during entire use. The permit holder will be held responsible for compliance with rules, general behavior and safety. An approved permit shall not be considered by the applicant as a lease, and the School District reserves the right to cancel or revoke any permit at any time with or without cause.

All local/state ordinances and laws pertaining to use of public buildings must be observed.

1. **GAMBLING AND DRINKING/POSSESSION OF INTOXICANTS ON SCHOOL GROUNDS IS PROHIBITED.**
2. **ALL DISTRICT 16 FACILITIES AND GROUNDS ARE TOBACCO FREE.**
3. **DISTRICT 16 HAS A ZERO TOLERANCE WEAPONS POLICY.**

Liability Insurance

Outside organizations using the school district premises are required to furnish a certificate confirming liability insurance in the minimum amount of \$400,000 per person and \$1,200,000 per occurrence. We also require that District 16 be named as the certificate holder. If insurance certificate is not provided by renter at least 5 working days before event the permit will be revoked.

School equipment (i.e., recreation/athletic equipment, audio-visual equipment, and extra chairs) may be used for a fee if proper arrangements are made. **It is the renting organization's responsibility to help set up and leave the facility in the same condition in which they found it, returning all furniture, equipment, etc. to original order.** Any equipment to be brought into the building by renting group must be approved prior to rental. Any damage or loss of this equipment or damage to school district property due to this equipment is the responsibility of the renting group. Decorations must be

fireproof. Putting materials of any kind on floors, walls, or other parts of the building requires permission from Community Education.

Permits will not be granted for any activity/meeting which in the judgment of the School District may be in any way prejudicial to the best interest of the schools or the educational system, or for which satisfactory sponsorship or adequate adult supervision is not approved. Facilities shall not be made available for any use which might result in any undue damage or wear, or is not consistent with use for which the space was designed. If, in the judgment of the Director of Community Education, the operation of special school equipment requires additional school personnel, provision of this service will be arranged and the special service costs charged on the permit.