

**Johnson Elementary School
Community Facility Use Packet
Revised June 2013**

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PART I: SCHOOL BOARD POLICY

CODE H3 Community Use of School Facilities

It is the policy of the Johnson Elementary School District to support the community use of school facilities in ways that complement regular school activities. The Principal or designee shall be responsible for the scheduling and administration of facility use. Participation and facility use will not be restricted for any discriminatory criteria as outlined in policy C9, Board Commitment to Non-Discrimination.

Date Warned: November 6, 1997
Date Adopted: December 18, 1997
Date Re-Warned: February 23, 2001
Date Re-Adopted: March 13, 2001
Date Re-Warned: April 2, 2002
Date Re-Adopted: May 7, 2002
Date Re-Warned: March 18, 2003
Date Re-Adopted: May 6, 2003
Date Re-Warned: May 31, 2013
Date Re-Adopted: June 10, 2013

Legal References: 16 VSA Para. 563 (3), (5)
Cross Reference: Board Commitment to Non-Discrimination. (C6)
Use of equipment for non-school purposes (H6)

PART II: PROCEDURES

Priorities for Facility Use

Priority for use of the facility will be determined by the following levels:

Level I: Johnson Elementary School sponsored events and activities

Level II: Johnson Recreation Department Activities which are open to children

Level III: Other not-for-profit youth recreation or educational programs that are widely accessible to and primarily serve Johnson youth.

Level IV: Village or Town of Johnson sponsored events and activities, including Johnson Recreation Department Activities that are not designed for children

Level V: All other activities that the Principal or designee deem appropriate to be held at Johnson Elementary School facilities.

The priority of any group which does not fit these criteria will be determined by the Principal or designee.

Application and Approval Process

1. Anyone wishing to use school facilities must complete a written application. Forms are available in the school office. Applications should be filed at the school office at least 30 days in advance or as far in advance as possible. Requests for Friday evening or weekend use must be in the school office no later than 10:00 a.m. Thursday.
2. The Principal or designee will review each application using the terms set forth in School Board policy H3 and this procedure document.
3. Upon approval of an application, the applicant must pay all required fees and security deposits and sign a letter of agreement.
4. In the event that an application is not approved by school administration, the decision may be appealed to the School Board.

Terms & Conditions for Community Use of JES Facility

Scheduling and Responsibility:

1. Normally, the facility closes at 9:30pm.
2. All facility scheduling changes must be made through the school office.
3. An authorized adult representative of the applicant user must be present at the scheduled event.
4. Only the authorized party may use any part of the facility.
5. Whenever possible, an authorized staff member or representative of the school will be present at the event or in the facility during use governed by this document. Exceptions may be granted by the Principal or designee.

Condition of the Facility:

1. The applicant assumes full financial responsibility for the actions of any spectators or participants' while in the building or on school grounds.
2. Food and beverages are allowed only in designated areas, and only after receiving written permission as part of the application process.
3. Prior approval is required before hanging signs, banners, pennants, etc. Signs must not deface or damage school property and must be removed by the user at the conclusion of the event.
4. Sidewalk/entry snow removal and sanding after the end of scheduled school or school-sponsored activities is the responsibility of the user
5. Users must leave the building in a neat and orderly condition.
6. Groups who use the JES gym/cafeteria on weekends and other non-school days must complete a facility checklist at the start and end of each individual use. Completed checklists should be left in the drop box by the gym lights near the stage before leaving the building.

Supervision of Children:

1. Any event involving youth under the age of 18 must have appropriate chaperones in attendance, to be provided by the applicant.
2. Standards for youth conduct at all events shall meet the Johnson Elementary School behavior expectations
3. User groups are responsible for proper adult supervision of all children attending or participating in events/activities they sponsor. Neither adults nor children should wander to parts of the building not approved for use. Adult groups should not bring children unless they will be supervised by an adult who is not participating in the activity/event.
4. The stage is strictly off-limits without specific prior approval.

Kitchen Use:

1. Use of the kitchen will be approved on a case by case basis.
2. Kitchen users must provide all food, condiments, tableware, and pots and pans (except by special permission). Use of disposable dishes and cutlery is preferred, and may be required.
3. All food and equipment brought in by outside users must be removed. Garbage must be bagged and tied separately, and deposited in the dumpster outside the kitchen door.
4. Food may be stored in the free-standing refrigerator, and on a very limited basis, the walk-in cooler and freezer. (Use of the walk-in during the school year normally will not be approved, or will require a significant additional security deposit.) Users should plan on only a small amount of refrigerator space being available during the school year.
5. Use of the ovens, range top, or other warming equipment must be specifically approved in advance.
6. Use of the dishwasher or any other specialized equipment normally will not be allowed, unless by trained JES or contractor personnel.
7. On a case by case basis, the Principal may require a user to receive training in use of kitchen equipment. This will be done by employees of and arranged through the food service contractor. Labor charges will be for a minimum of one hour, at rates set by the contractor.
8. No one under 16 allowed in the kitchen.

Legal:

1. Users' vehicles must be parked only in designated parking areas. The school reserves the right to tow vehicles parked in fire lanes without notice to owners, and to charge owners for associated towing fees.
2. Activities must be orderly and lawful. Applicants must demonstrate that reasonable security arrangements appropriate for the proposed use have been made.
3. Smoking and possession or consumption of alcoholic beverages in buildings and on school grounds is strictly prohibited.
4. Users agree to hold harmless and indemnify the school board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school property or property for which the school board is otherwise liable. (An insurance policy for such coverage may be required.)

Deposits & Fees

Key Deposit

Groups requiring a key to the facility will need to provide JES with a \$50.00 security deposit to obtain. This money will be refunded once the key is returned.

General Security Deposit

Groups wishing to use the JES facility will be required to pay a refundable security deposit based on the following schedule:

Fee	Criteria
\$0	Security deposits normally will be waived if the party assuming financial responsibility is the Town or Village of Johnson, the Lamoille North Supervisory Union, or another school district within LNSU
\$50	The Principal or designee believes that there is a low to moderate risk of damage or excess cleaning requirements associated with the intended use.
\$100	The Principal believes there is a moderate to high risk of damage or excess cleaning requirements associated with the intended use.

Additional Fees for use of the Kitchen

Groups requesting to use the JES kitchen will be required to pay a non-refundable, supplemental fee according to the following schedule. Level I users will not be required to pay kitchen fees.

\$50	Supplemental fee for basic kitchen use: User will not have access to walk-in cooler or freezer, and will not use any warming or cooking equipment. Limited cold storage in the standing refrigerator may be provided.
\$50	To use of any warming and/or cooking equipment.
\$50	To use the walk-in cooler or freezer if space is available in the unit

Cleaning Costs:

A separate cleaning/custodial fee will be charged for Level III through V events which the Principal determines will require at least one extra hour of custodial time for heavy cleaning after an event. Cleaning fees will be assessed on a case-by-case basis. Users are still responsible for leaving the facility as they found it. Cleaning fees will be charged in increments of no less than 1/4 hour and at rate of \$20.00/hour

Unanticipated excess cleaning costs will be deducted from security deposits when clean up after an event involves substantially more custodial time than normally scheduled building cleaning. Cleaning costs will be for a minimum of one hour and will be charged. An additional charge may be assessed if specialized cleaning is necessary, such as carpet shampooing.

Facility Usage Fees

Johnson Elementary School reserves the right to charge facility usage fees to users on a case by case basis. Normally, level I-IV users will not be charged a usage fee. Level V users may be charged a fee.

PART III: FACILITY USE APPLICATION/AGREEMENT

Date of Application: _____

Applicant Organization Name: _____

Contact Person: _____ Phone: _____

Address: _____

Date(s) of Proposed Use of JES Facility: _____

Time(s) of Proposed Use of JES Facility: _____

Space Requested (please check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Classroom (s) | <input type="checkbox"/> Conference Room(s) | <input type="checkbox"/> Library |
| <input type="checkbox"/> Half Gym non stage | <input type="checkbox"/> Half gym stage | <input type="checkbox"/> Whole Gym |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Playground | <input type="checkbox"/> Other, specify |

Description of event / activity: _____

Number of People / Participants Attending: _____

How many participants under the age of 18? _____

Special Requests:

Request	Yes	No
Allow participants in an athletic activity to have water &/or "sports drinks" in the gym		
Allow other food or beverage in the gym		
Bleachers pulled out		
Folding tables down		
Folding tables up and stored		
Folding Chairs		
Computer / projection equipment		

The above applicant agrees to abide by the guidelines and rules described in the facility use policy and procedures documents, and to pay any required fees and deposits two weeks in advance of the approved use, or at the time of application.

Applicant Signature: _____ Date: _____

FOR SCHOOL USE ONLY:

USER LEVEL: I II III IV V

Security Deposit: Write the amount for each fee in the column on the right. Add the total fees on the last row.

Fee	Criteria	Amount for this applicant
\$0	Waived	
\$50	Low risk of damage	
\$100	Moderate to high risk of damage	
\$50	Basic kitchen use	
\$50	Warming and/or cooking equipment use	
\$50	Walk-in cooler or freezer use	
\$20/hr	Cleaning Fees	
	Rental Fee, if appropriate	
	Total Security Deposit Requested:	

Amount Received \$ _____ Date Received: _____

Staff Initials _____

Approval of Application:

Principal or Designee Signature: _____ Date _____

**Johnson Elementary School
FACILITY USE SUPPLEMENTAL AGREEMENT:**

The preceding application for facility use has been approved with the following special terms and conditions:

Signature, Principal or Designee

Date

The applicant understands and agrees to comply with these special terms and conditions for facility use.

Signature, Authorized Representative

Date