

## **Community Relations**

### **Community Use of School Facilities**

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Fees will be charged based on the below categories.

#### **Category 1 – School District-related Organizations/Groups**

Category 1 groups are not charged facility rental fees.

Category 1 groups include student groups and school-related organizations that are directly related to and recognized by the School District. School District-related organizations include parent/teacher groups, booster clubs, School District employee organizations and student clubs/organizations that are approved and recognized by the District (e.g., student drama club). In addition, Category 1 includes school groups that are not school sponsored but that are entitled to the free use of school premises pursuant to the Equal Access Act (e.g., student prayer groups, etc.) or where the only students in the club/organization are School District students (e.g., boy scouts, girl scouts, etc.). Category 1 groups do not include club sports or other groups which do not limit participation in the group to Rockford Public School students.

Category 1 also includes any use of the facilities as an emergency evacuation center(s) and/or emergency shelter(s).

#### **Category 2 – School District-related Organizations/Groups Hosting Tournaments**

Category 2 groups are required to cover the costs of janitorial services and other labor costs associated with hosting the event. Category 2 groups are not required to pay the standard facility rental fees which include ancillary costs such as utilities, insurance, and reasonable wear and tear/depreciation cover costs associated with wear and tear of the facility.

Category 2 is limited to (1) School District-related organizations such as parent/teacher groups, booster clubs, School District employee organizations and student clubs/organizations that are approved and recognized by the District (e.g., student drama club), that (2) are hosting tournaments or other special events that are expected to provide a significant fund-raising opportunity for that organization.

In order to be identified as a Category 2 facilities use, the fund-raising event and facilities use must be pre-approved by the Superintendent or designee.

### **Category 3 – Governmental and Non-Profit Organizations and Individual Use**

Category 3 groups include entities, organizations, clubs, associations, religious organizations and other non-profit or governmental agencies organized for general character building or welfare purposes. These groups must provide documentation of legal non-profit status filed with the Internal Revenue Service, otherwise the private rate applies.

The administration will set rates for Category 3 groups/individuals annually based on an actual analysis of the costs incurred by the District from facility usage. Those costs include labor, utilities, supplies, insurance, and reasonable wear and tear/depreciation. Waivers of the required fees will not be granted. Notwithstanding, upon the prior approval of the Board, the administration may offset the costs incurred by the District with “in kind” donations from the user.

Category 3 groups/individuals having fundraising events, tournaments, or meetings where fees are charged to the participants or where admission fees are charged to attendees or where contributions are solicited must be for the sole benefit of the students of the Rockford Public Schools. Otherwise the Category 4 fee schedule applies to their rental contract.

### **Category 4 – Private or Commercial Groups or Fundraising Groups**

The administration will set rates for Category 4 groups/individuals annually based on an actual analysis of the costs incurred by the District from facility usage. Those costs include labor, utilities, supplies, insurance, and reasonable wear and tear/depreciation.

Category 4 groups must pay hourly rental fee based on fair market value which shall include fees for use of specialized equipment, custodial, maintenance and security. Notwithstanding, Category 4 rates shall be no less than the Category 3 rates.

The Superintendent shall develop procedures consistent with this Policy to manage community use of school facilities. Use of school facilities requires the Superintendent or designee’s approval and is subject to the procedures.

A report of facility usage must be posted on the District website no later than June 30th of each year. The report must contain the names of individuals/entities who entered into agreements to use District facilities, the days and hours used by each individual/entity and the amount paid for such use.

LEGAL REF.:     *20 U.S.C. §7905.*  
                  *10 ILCS 5/19-2.2 and 5/11-4.1.*  
                  *105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.*  
                  Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
                  Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).  
                  Lamb’s Chapel v. Center Moriches Union Free School District, 113  
                  S.Ct. 2141, (1993).

CROSS REF.:     7.330, 8.25, 8.30

Adopted:         October 28, 1997  
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