

# **St. Joseph School District**

## **Facility Usage**



# **ST. JOSEPH**

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SCHOOL DISTRICT

## **Guidelines and Procedure**

### **Handbook**

# COMMUNITY USE OF DISTRICT FACILITIES

## Policy Statement

As a service to the community and in accordance with law, the Board of Education may allow community groups, as defined in the St. Joseph School District Community Use of District Facilities Guidelines, to use district facilities for educational, recreational, social, civic, philanthropic and other similar purposes when facilities are not being used by the district or district-sponsored groups. Please review the board policy and administrative procedure related to the use of district facilities.

[http://esbpublic.sjsd.k12.mo.us/Reference\\_Library/ESB\\_Policies\\_and\\_Regulations/Policies//KG.pdf](http://esbpublic.sjsd.k12.mo.us/Reference_Library/ESB_Policies_and_Regulations/Policies//KG.pdf)  
[http://esbpublic.sjsd.k12.mo.us/Reference\\_Library/ESB\\_Policies\\_and\\_Regulations/Regulations/KG-AF.pdf](http://esbpublic.sjsd.k12.mo.us/Reference_Library/ESB_Policies_and_Regulations/Regulations/KG-AF.pdf)

Any questions about facility use or to report any facility concerns, please contact the appropriate building administrator or the Student Services office at (816) 671-4000.

## Procedure for Requesting Facilities

1. Requests for the use of facilities by ALL groups/organizations/individuals shall be made by filling out the Application For Use of District Property Form (KG-AF). Requests shall be submitted at least 14 days prior to the date the specified facilities are desired. Any request less than 14 days prior will be processed to the best of our ability, but no guarantees these requests will be given consideration.
2. No reservation will be made until the application and certificate of insurance are submitted and approved by the building administrator and the Director of Student Services.
3. Users will be invoiced after the event in accordance with the schedule of usage fee and/or rental charges. All checks shall be made payable to the St. Joseph School District.
4. Organizations and/or groups using school district facilities must designate one adult member of its group to be in charge of, and responsible for, the program or activity at the time of application for use of facilities. This person shall be responsible to ensure the following expectations are successfully followed:
5. Supervision of all event members and spectators (including children) to ensure everyone associated with the event/activity stay in the approved areas or spaces. At least one assigned chaperone must be present and shall be responsible for the conduct and control of all participants and spectators throughout the event. This chaperone must be present before the event starts, during the entire event time, and remain on site until event participants and spectators have left the premises.
6. Upon arrival, communicate with the building custodian to let them know what spaces they have been approved to use and what time their approval covers. Building custodian will also provide facility assistance when needed.
7. Ensure the event or activity is done in a manner to keep all participants and spectators safe and the facility is protected from damage to the extent possible.

8. Ensure all district equipment is protected, appropriately used, and only used if prior permission was granted.
9. Ensure all trash created from this event/activity is disposed of in appropriate containers. Failure to take care of the facility or not appropriately disposing of trash may be grounds for future denial of facility use requests.
10. Remain in facility until all participants and spectators have left the premises, all equipment is properly put away, and all doors secured to the extent possible.
11. Communicate immediately with the building custodian and building administrator any facility concerns, damage or emergencies. Call 911 for any emergency that poses a safety risk.
12. The St. Joseph School District reserves the right to require any organization to have security protection, supervision personnel and/or traffic supervision. Such requests will be at the discretion of the building administrator and the Director of Student Services and at the expense of the facility user. All personnel assigned to provide these services shall be approved by the St. Joseph School District.
13. The St. Joseph School District reserves the right to grant, deny, reschedule, or relocate a facility user at any time for the purpose of effective and efficient management of District facilities.
14. Outside facility user groups may begin requesting facility space on the following timeline:
  - a) Reservation requests for June 1 – August 31 = Request dates begin April 1
  - b) Reservation requests for September 1 – December 31 = Request dates begin July 1
  - c) Reservation requests for January 1 – May 31 = Request dates begin November 1
15. All facility reservations that occur outside of normal custodial hours for the requested building will incur a custodial fee. ***Custodial fees have a two-hour minimum charge.***
16. Buildings will generally be closed on school holidays or any day District staff is not scheduled to work unless special permission is granted. If special permission is granted, personnel costs shall be paid by facility user and an additional opening fee will be charged. When school functions are canceled due to inclement weather or facility safety concerns, outside user events will be canceled unless special permission is granted.

## Facility Use Guidelines

1. Facility User(s) will be assessed the fees based on their user category and fee schedule as indicated in Facility User Groups and Fee Structure and Priority Process sections below.
2. No group will be permitted use of school facility if it interferes or conflicts with school or school-endorsed programs/activities. The St. Joseph School District reserves the right to cancel any outside group use should a conflict with a school program arise. Notification will be given in advance of such cancellation to the extent possible.

3. Smoking or use of tobacco products, electronic cigarettes, and imitation tobacco or cigarette products are prohibited on all school property.
4. Controlled substances and alcohol are prohibited on all school property (indoor or outdoor). If this provision is violated, an organization or individual will be denied the privilege for future facility use.
5. The sale or use of any product not allowed by board policy is strictly prohibited. All St. Joseph School District Board Policies can be found at <http://esbpublic.sjsd.k12.mo.us/com/browse.aspx>
6. Appropriate footwear is required for gym use (tennis shoes) when the gym floor is used for sport purposes. Only appropriate footwear is permitted on the track and outdoor athletic fields (tennis shoes, track spikes, sport cleats where appropriate).
7. No outside group may alter the facility in any way without prior approval. This includes hanging banners or signs, altering lighting/sound settings in the auditorium, or adjusting equipment control settings.
8. Only approved and trained personnel will be allowed to operate auditorium light and sound systems. Facility users will be required to pay an hourly rate indicated in the fee schedule. If district-approved light and sound operators are not available, the facility request will be denied.
9. Putting up decorations or moving/removing furniture or equipment is prohibited unless special permission is granted prior to event.
10. Non-district equipment or property will not be stored in any auditorium, storage facility or on school property unless special permission is granted by the building administrator and Director of Student Services. Any special permission will only be granted on a temporary basis, if granted at all.
11. The St. Joseph School District assumes no responsibility for non-district property left on premises.
12. It is a violation of school board policy to possess, carry or bring any weapon on school property. Any violation of this policy will be grounds for immediate termination of facility use privileges and loss of opportunity for future facility use.
13. Any facility user using St. Joseph School District facilities is required to restore any property to original condition and replace any equipment damaged beyond normal wear and tear. The St. Joseph School District will be the sole judge of any damage or destruction of property beyond expected wear and tear. Facility users will be responsible to cover costs for repairs, loss or replacement of any damage to school property.
14. Facility users may not sublet any district facilities and must only use the areas approved for use.

15. School equipment shall not be used by outside groups without specific approval for the equipment. Users that have been given permission to use equipment shall carefully inspect and test equipment before use. It shall be presumed that the user has, in fact, examined any equipment to be used and found it to be safe, in good working order and accepts the equipment in an “as is” condition. Users agree to use approved equipment at his/her own risk.
16. Facility users may not bring live animals onto district property unless they are service animals allowed by law, or special permission is granted.

### **Custodial, Food Service, Audio-Visual, Security, Light and Sound Staff Expectations**

1. The District will determine when custodial, food service, audio-visual, security/supervision, and/or light and sound personnel are required for an event/activity.
2. Whenever the service of any support personnel is required by the District, the cost for that service will be the responsibility of the facility user. The district will schedule adequate and appropriate support staff at their discretion, however will work to do so in the most efficient and economical manner feasible. Cost for custodial, A/V, light and sound operators, security or supervision support is per hour, per person as indicated in the fee schedule. Support personnel will be scheduled to arrive 30 minutes prior to facility use or facility set-up and leave 30 minutes after facility clean-up. This will allow support personnel appropriate time to open and secure the facility, and all of that time will be invoiced to the facility user. Some events will be required to have multiple support personnel depending on the size and type of activity.
3. Food service support personnel must be present, and paid for by the facility user, anytime school kitchens are approved for use.
4. The St. Joseph School District will pay all assigned support personnel and invoice the facility user for reimbursement. At no time is an organization or facility user to pay the employee directly.

### **Hold Harmless Clause**

The Facility User undertakes and agrees to indemnify and hold harmless the St. Joseph School District, School Board, School Board Elected and Appointed Officials, Administrators, Principals, Teachers and all other School Employees, Volunteers or Representatives, and all persons and bodies corporate acting for or on behalf of them, against liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

## Certificate of Insurance

1. The Facility User is to take out and maintain current throughout the term of the agreement a General Liability insurance policy with an insurer having an A.M. Best rating of B+ or better, in which the school is indemnified for any claims whatsoever (including injury to persons and damage to property) meeting the following insurance requirements:
  - a. General Aggregate = \$2,000,000
  - b. Products Completed Operations Aggregate = \$2,000,000
  - c. Damage to rented premises (each occurrence) = \$100,000
  - d. Personal and Advertising Injury = \$1,000,000
  - e. Each Occurrence = \$1,000,000
  - f. Fire Legal Liability = \$300,000
  - g. Medical Payments = \$1000 Facility User(s) and School agree that any insurance policies procured by User(s) that provide benefits or protection for the School shall be primary and that any policies procured by School that might happen to provide protection or benefits to the School arising out of User's use of the School premises shall be excess.
2. The certificate holder listed below shall be an Additional Insured on a Primary & Non-Contributory basis for all policies. An actual copy of the Additional Insured endorsement is required with the Certificate before the facility can be used. A 30-day cancellation notice is required.

Certificate Holder:

***St. Joseph School District  
1415 N. 26<sup>th</sup> St.  
St. Joseph, MO 64506***

Any questions concerning insurance requirements can be directed to the office of the Director of Student Services, 816-671-4006.

## Cancellations

The St. Joseph School District encourages the use of school facilities by a variety of groups when this use does not conflict with district activities. However, the District discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, any facility user that reserves space and does not use it without giving proper cancellation notice may be removed from the approved users list and may jeopardize future facility use. Proper cancellation notice is defined as a minimum of 72 hours unless emergency circumstances do not allow for that notification. If the School District cancels in-district activities due to inclement weather or facility safety concerns, all outside user events will be canceled as well, unless specific permission is granted.

## Facility User Groups

(All facility user groups listed below must be in compliance with St. Joseph School District Board of Education policy KG to be considered eligible for facility use)

### **Category 1 = St. Joseph School District Sponsored Groups**

School Sponsored Groups are led by staff that are hired and paid by the St. Joseph School District. The District is responsible for approving meeting dates and schedules and has financial oversight of the activity. District School sponsored groups include the following:

- All SJSD approved extracurricular and co-curricular programs
- All SJSD approved clubs and school organizations

### ***Fee for Category 1:***

- No cost or facility rental fee.
- May be charged for extra custodial, security, or technical fees if applicable.
- Category 1 groups do not need to fill out a usage form if they are scheduled during building hours that do not have an extra charge, they may schedule through building administration.*

### **Category 2 = SJSD related organizations (non-profit). Groups or Program Partners that have a cooperative agreement or reciprocal agreement with the district. Groups or Organizations listed in Title 36 of the U.S. Code that are intended to serve young people under the age of 21.**

SJSD related organizations are groups led by individuals that are not hired or paid by the District. The District is not responsible for setting meeting dates or schedules and does not have financial oversight of the organization and/or activity. Program partners are organizations that have an approved partnership with the District and maintain a non-profit status. SJSD related organizations (non-profit) include the following:

- SJSD Education Foundation
- SJSD School booster organizations
- SJSD approved organizations for activities with the primary purpose to support and further the mission of the District and which are solely administered by the group (PTA, PTO)
- SJSD Program Partners for activities with the primary purpose to support and further the mission of the District and which are solely administered by the SJSD Program Partner. (Examples include YMCA, Special Olympics, community partners such as St. Joseph City Parks and Recreation.)
- Boy Scouts and Girl Scouts
- \*Teacher/employee organizations, including NEA, MSTA, CTA, Principal and Administrator groups
- \*Teacher/employee-led activities involving SJSD students for which the teacher/employee is not paid
- In-District charitable functions, including fundraising activities for groups in Category 1 (100% of proceeds go to Category 1 groups, not a portion. Groups that do fundraising activities but give a portion of proceeds would fall into Category 4). )
- Governmental Units, MHSAA meetings, MEC/Suburban Conference meeting, DESE affiliated organizations (when no fee is charged)

***Fee for Category 2:***

- No facility rental fee
- Activity specific insurance and personnel fees may be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

*\*Category 2 groups with an asterisk do not need to fill out a usage form if they are scheduled during building hours that do not have an extra charge, they may schedule through building administration.*

**Category 3 = Community Groups (non-profit)**

Community Groups are organizations led by individuals not hired or paid by the District. These are non-profit organizations or other public agencies from our local school district community that have the primary purpose of providing positive programs and/or services to the local community or for school-age children. Community Groups (non-profit) include the following:

- Local religious organizations, youth groups (Young Life, etc.)
- Local community affiliated groups
- \*\*Local youth activity/sport groups that are primarily SJSD students, such as traveling/private sports teams not affiliated with an SJSD Program Partner as listed in Category 2; specifically, for practice, not for tournaments or any events that charge fees

***Fee for Category 3:***

- Facility rental fee is 50% of current rental rate
- Activity specific insurance and personnel fees will be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

*\*\*Category 3 groups with an asterisk do not need to provide liability insurance if they are scheduled during building hours that do not have an extra charge, they must sign an indemnity release.*



**Category 4 = Private User (non-profit or for profit)**

Private user groups are organizations led by individuals not hired or paid by the District. Private user groups are organizations and/or individuals, for profit or non-profit, that use the facility for a personal event or for an event to raise revenue. Private User Groups (non-profit or for profit) include the following:

- Commercial groups
- Private individuals and/or groups using the facility for personal purposes
- School employees providing Non-District-sponsored tutoring or clinics
- \*\*Non-District entities providing Professional Development events

*\*\*The Director of Student Services may negotiate reduced or waived fees with organizations providing professional development opportunities, especially when this negotiation may be more beneficial to the SJSD (for example, registrations provided for staff, etc., in lieu of facility fees.)*

***Fee for Category 4:***

- Facility rental fee at the full current rental rate
- Activity specific insurance and personnel fees will be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

## Facility Use Fee Schedule

All fees are per hour, per space

<b><u>Indoor Facilities</u></b>	<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b>	<b><u>Category 4</u></b>
Auditorium	N/A	N/A	\$50	\$100
Cafeteria	N/A	N/A	\$20	\$40
Classroom	N/A	N/A	\$10	\$20
Gymnasium (Elementary)	N/A	N/A	\$15	\$30
Gymnasium (MS, Keatley)	N/A	N/A	\$20	\$40
Gymnasium (HS)	N/A	N/A	\$25	\$50
Kitchen	N/A	N/A	\$25	\$50
Library, Media Center, Computer Lab	N/A	N/A	\$20	\$40
Meeting Room, Large (TMC or Board Room)	N/A	N/A	\$20	\$40
Meeting Room, Small (TMC)	N/A	N/A	\$15	\$30
Music Classroom (Band/Choir)	N/A	N/A	\$15	\$30
Wrestling/Multipurpose Room	N/A	N/A	\$20	\$40
<b><u>Outdoor Facilities (Limited)</u></b>	<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b>	<b><u>Category 4</u></b>
Football Stadium	N/A	N/A	\$75	\$150
Soccer Field (Bode)	N/A	N/A	\$75	\$150
Track	N/A	N/A	\$25	\$50
<b><u>Additional Fees</u></b>	<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b>	<b><u>Category 4</u></b>
Engineer/Custodian Labor	TBD	TBD	\$25	\$25
Event Supervision	TBD	TBD	\$30	\$30
Kitchen Labor	TBD	TBD	\$25	\$25
Press Box-stadium (per event)	N/A	N/A	\$15	\$30
Security Labor (Uniformed)	TBD	TBD	\$50	\$50
Stadium/Track/Soccer Lights	N/A	N/A	\$40	\$40
Theater Tech Staff Support	TBD	TBD	\$30	\$30

*Services that fall on a day a building is closed are subject to a \$50 opening fee (if staffing is available)*