

COMMUNITY USE OF SCHOOL FACILITIES

It is the intent of the Board of Education of the Indian River School District to make the school facilities available to outside organizations at a reasonable cost consistent with established guidelines. However, the District maintains the right to reject any facility usage request. It is not the intent of this policy to allow organizations use of our facilities that may place the district in competition with local businesses. It shall be the responsibility of the building principal to determine final approval of the time of day that the event will take place, the duration of the use requested, and whether the purpose of the use compromises the intent of the policy to not compete with local businesses.

It shall also be the responsibility of the building principal, in consultation with the chief custodian and cafeteria manager, to determine the work hours required based on the nature of the activity, the size of the group and other factors. School personnel may be a member of the sponsoring organization and wish to volunteer their services.

A. Completion of an Application

1. Application and approval for use shall be made to the principal of the building involved.
2. Whenever possible, the application shall be submitted at least one month prior to the date the facilities will be used. An application received less than one month before the event may not be able to be processed prior to the activity.
3. An authorized representative of the sponsoring organization shall sign an application form. After necessary approvals are secured, one copy shall be distributed to the sponsoring organization, one to the chief custodian, one to the cafeteria manager, and one to the school office where the copy will be kept on file. The building principal will notify the representative if the application is denied.
4. In cases where School Board approval is required the *Application for Use of School Facilities* must be typed.
5. Once the principal has reviewed and approved/denied the application, the original request must be forwarded to the Superintendent or designee.

B. Conditions for Approval of an Application

1. School functions shall have precedence over any other use of the building.
2. In the event of a scheduling conflict, organizations that have previously used the facility without concern shall be given priority over other requests for use.

3. Application for use of school buildings by religious or political organizations shall require Board approval.
4. Use of school facilities for activities for commercial gain shall not be allowed except for those organizations qualifying under Category I of Section C. of this policy.
5. Application for use of school buildings for any activity on Sunday shall require Board approval.
6. Users of any school facility are prohibited from using tobacco products on school property. Alcoholic beverages shall not be possessed, consumed or served on school premises.
7. Foods or liquids shall not be permitted in the auditoriums or gymnasiums.
8. When custodial service is required beyond his/her regularly scheduled hours, the overtime rate will be charged. *A school employee or Board member may volunteer to provide custodial service if he/she assumes responsibility for the activity and clean up. The principal must approve this person.*
9. At least one fireman/custodian shall be on hand for stage performances or crowds of more than three hundred. It is the responsibility of the sponsoring organization to reimburse the district for these costs.
10. The sponsoring organization shall be responsible for personal liabilities and property damage while the facilities are being used. In consideration of the grant of permission by the Indian River School District for use of the buildings, grounds and/or facilities of the district the group/individual requesting use of facilities shall indemnify the Indian River School District against all claims and liability arising from any accident, personal injury, death, or property damage which may arise from or during the use requested. Signing the request for use application makes such agreement.
11. The Indian River Board of Education requires the sponsoring organization to submit a certificate of liability insurance prior to approval.
12. Violation of federal or state laws or School Board policy will mean discontinuance of use of facilities by the requesting group/individual.

C. Categories of Applications

1. Category I

This category consists of organizations and community groups that are directly related to the “primary purpose of education” or certify the reason for use of facilities to be educational, cultural, or civic in nature.

Inclusion in this group will require Board of Education approval. The district reserves the right to request an explanation of the goals and objectives of the group and how its activities are educational, cultural, or civic in nature.

There will be no charge for use of school facilities for Category I users provided they use the facilities at those times that extra custodial staff and utilities are not required, there is no interference of normal school functions, and no special arrangements are requested. If facilities are requested by users in this category at times custodians do not normally staff the building, or if extra clean up is required, then users in this category shall be assessed the same rates as Category II users.

The following are approved as Category I organizations:

- All student organizations and clubs
- Indian River Education Association
- Parent-Teacher Associations
- Brownies/Cub Scouts
- 4-H Clubs
- Booster Clubs of IRSD
- Boy/Girl Scouts of America
- Youth athletic leagues of IRSD
- Recognized non-profit civic organizations of IRSD
- YMCA/Boys-Girls Clubs’ youth activities
- Church youth groups of IRSD
- Any local, state, or federal governmental agency or board that requests use for the purpose of conducting a public information meeting.

Any organization listed as a Category I group will be charged a fee consistent with the Board approved rate schedule for use of facilities if the organization has required any participant to pay a fee in order to be eligible to participate in the event scheduled.

2. Category II

This category pertains to organizations and community groups that do not qualify for Category I. Such organizations will be charged rental fees in accordance with the approved schedule.

- a. Any group that qualifies as a Category II user must certify that there is no individual monetary gain for representatives of the organization and that all charges or admissions in excess of costs will be donated to a charitable purpose as defined by the State of Delaware Personal Income Tax Laws.

- b. Organizations charged fees under provisions of Category II would be subject to charge for the entire time school district personnel are on duty including preliminary preparation activities, during the actual program or event, and throughout the clean-up period.
- c. Custodial personnel are required to be present in the building at any time facilities are in use.

D. Other Conditions

- a. If the kitchen facilities are to be used, a minimum of one cafeteria worker must be on duty.
- b. Use of visual/audio equipment shall require approval at point of application. The organization will be required to pay any associated fees should the school principal require a staff member be present to operate or supervise the use of such equipment.
- c. The established overtime rate as determined by the most current negotiated agreement shall be paid the custodian or cafeteria worker when none is regularly scheduled for duty.
- d. The organization should pay the district for the fees. A copy of the bill should be sent to the Business Office, and the District will pay the employee.

E. Rate Schedule for Use of School Facilities

- a. The Superintendent or designee shall be responsible for maintaining a board approved rate schedule for use of school facilities.

The Superintendent or designee shall have the authority to resolve issues not covered in this policy.

Adopted 2/27/89

Revised 11/27/01, 5/19/15, 2/24/20