

USD 475 FACILITY USE PROCEDURES & FEES

Allowing the use of USD 475 facilities is not to be considered an endorsement of any group or organization.

SCHEDULING

School Year/Scheduling: Reservations for facilities must be submitted fourteen (14) days in advance.

- Submit request to Business Operations, Room 233, Mary Devin Center.
 - Request then goes to building administrator for consideration.
 - Request then goes to ABM for consideration and costing evaluation.
 - Request then goes to Chief Operating Officer for final disposition.
- Request must include:
 - All information necessary to make a decision.
 - Proof of 501(c)(3), or other sub-chapter, non-profit status if applicable.
 - Certificate of Liability naming USD 475, Geary County Schools, 123 N. Eisenhower Drive, Junction City, KS as Certificate Holder
- Facility requests for long-term reservations will be considered on or about August 15. Requests that conflict each other will be resolved by the business operations department. Facility requests submitted after August 15 will be scheduled on an available space basis.
- District facility use is not intended for extended terms by groups or organizations. The district retains the option to cancel the use of any facility at any time. The district will make reasonable efforts to provide advance notice of such discontinuation.
- USD 475 facilities are not intended for business uses that do not directly relate to students; therefore, USD 475 reserves the right to deny facility use to any organization.

Holiday & Summer Scheduling: Facilities will not be approved for use during extended school breaks, to include summer break. Additionally, if a facility is closed due to weather conditions all scheduled events for those dates will be cancelled.

Duration of Event: Requests for practice type use of facilities will be limited to 1 hour 15 minutes. This is primarily applicable to the elementary schools so that two practices can be accommodated each evening in the multi-purpose rooms. This time limit will be applicable only when there are multiple requests for the same facility at a similar time. When there are no competing requests, duration may be lengthened.

Priority of Scheduling: Following are the general guidelines for priority of scheduling:

- District/School Use
- YMCA
- PTA-PTO for school related activities
- City, County, or State Organizations
- All Others

Scheduling Conflicts: Should a scheduling conflict arise after an organization has an approved request for use, details will be brought to the Chief Operating Officer for resolution.

USE

Building Keys: Keys will not be loaned by building employees. On rare occasions that keys are needed, they will be checked out only by the business operations department.

Equipment such as Tables & Chairs: Items can be requested with the following provisions:

- Organizations can set-up as meets their needs; however cleaning, teardown, and return will be completed by the district.
 - Fees for delivery, use, cleaning, and return may be applied.
- Use of equipment in non-district locations will be by picked up and returned by user.

OTHER CONSIDERATIONS

- Labs and Equipment: Labs and equipment assigned to a program or teacher shall not be used without building administrator approval.
- Power Tools and Related Areas/Shops: Equipment and related areas will not be checked out for public use.
- Kitchen Areas: Use of these areas is strictly controlled and use is allowable only with the employment of a school food service employee on site.
- Locker Room Shower Facilities: Use of these areas is allowed only with express permission of the business operations department after consultation with the building administrator.
- Outdoor Sports Practice Inside: Outside groups may not use indoor facilities for outdoor type sports practices. School groups under the direction of their coach/sponsor and with school administrator approval may use indoor areas which are properly equipped to be used for such activities.
- Other Excluded Uses: Because of potential for building damage, gymnastics (requiring large apparatus set-up), weight competition, and indoor soccer are not permitted uses in district facilities.

CHARGES

Fees for Use of Facilities: Fees are applied for use of school facilities. These charges are reflected on the fee schedule approved by the board of education. There are three rate schedules in use based on organization type as follows:

- Category A:
 - 501(c)(3) with Student Participation
 - Government Entities (City, County, State, & Ft Riley)
 - Educational Institutions
 - PTO/PTA
- Category B:
 - 501(c)(3) without Student Participation
- Category C:
 - For Profit Organizations with USD 475 Student Participation
 - All Others as Approved

Custodial Charges: Charges for after-hours custodial support shall be \$20.00 per hour. Compensated time shall include one hour prior to the event and one hour following event.

Food Service Charges: Charges for after-hours food service support shall be \$20.00 per hour. Compensated time shall include one hour prior to the event and one hour following event.

BILLING: Billing for facility use will be processed as follows:

- On-Site district employee will verify times of use by organizations and notify Accounts Payable.
- Invoice for Custodial and Food Service will be submitted after events to Accounts Payable.
- Accounts Payable will bill organizations and process payments for facility use.

SUPERVISION

On-Site: A designated employee of the district, as approved by the Chief Operating Officer, will be on duty when indoor areas and playing fields are used. The designated employee will typically be a staff member of the building. Exceptions shall have the approval of the Chief Operating Officer.