

Generally The District's building, facilities and property were acquired for educational and related purposes. Therefore, use of buildings, facilities or property shall be consistent with the District's mission, educational programs and extra-curricular purposes. The Superintendent, or designee, will develop and implement administrative procedures permitting the use of District buildings, facilities and property consistent with this policy.

The School District facilities currently in use for the K-12 instructional program are made available to responsible resident groups and organizations in accordance with Board of Education Policy 7000.02 and the following administrative procedures. Resident groups must demonstrate that at least 50% of their event participants are School District residents. Citizen groups and organizations requesting the use of District facilities are assessed fees according to the classifications outlined below.

Affiliated Groups Affiliated groups may use appropriate, cost-efficient, school facilities, as assigned by administration, on a no-charge basis if they agree to meet during regular custodial working hours, Monday through Thursday. If the activity is scheduled on a Friday, during a weekend or a vacation period or if the activity extends beyond the regular working hours, the affiliated group will pay the related custodial and maintenance costs. These costs are billed at \$75.00/hour for each custodian as of 2021.

Affiliated group's membership must be composed of a minimum of fifty percent School District residents and include, but are not limited to: Riverview School Groups/Teams; Riverview School authorized organizations (PTA, PTO, Parent Clubs, Booster Clubs, etc.); Riverview Service Organizations (Boy Scouts, Girl Scouts, Lions, Kiwanis, etc.)

Affiliated groups also include approved, non-profit, age-group athletic organizations whose membership is comprised of at least 50% School District Residents, and have an endorsement from at least two Riverview Community School District staff members.

Non-Affiliated Groups Non-Affiliated resident groups are those organizations not described in either of the above two categories. Facilities will not be rented for craft, electronics, animal, hobby or for-profit business activities or private parties such as weddings, anniversaries or memorials. Requests to use available space should be addressed to the Operations Department.

All School District residents and organizations are expected to pay fees to cover personnel costs for persons such as food service staff, custodians, lifeguards, athletic field supervisor, special equipment operators, technicians, student technicians and utility fees. Direct payment to District employees is prohibited.

Procedure for Building Facility Permits

- Fill out and submit a Facility Use Permit form to the Operations Department at least one (1) week prior to the activity. **Payment is due when the**

building request is made. A \$20.00 late fee will be charged for requests not submitted with the one (1) week time limit. Refunds will be given if cancellation is made five (5) days or more before the event.

- Fees will be charged for additional service from school personnel on weekdays, weekends or holidays and/or after 10:00 p.m. Monday through Thursday and for any event held on Friday.
- Space will be tentatively reserved pending approval of the Building Principal/Supervisor and the Operations Department.
- Upon approval, the space will be reserved and a confirmation will be communicated to the applicant. The applicant must have the permit with them at the time of building use.
- All permits are subject to cancellation for school activities.

Only those facilities listed below are available for outside usage. Appropriate fees are listed.

Available Facilities and Non-Affiliated Fee Schedule

(All other facilities not listed, are not available for community use.)

(Facility fees are in addition to custodial fees for service)

<u>Facility</u>	<u>Non-Affiliated Fee for Facility</u>
Elementary Gymnasium, Multi-Purpose Rooms and cafeterias	\$50 for first hour, \$20/hour all additional hours
HS Conference Room	\$50 for first hour, \$20/hour all additional hours
Media Centers	\$50 for first hour, \$20/hour all additional hours
HS/MS Cafeteria without Food Service	\$100 for first hour, \$20/hour all additional hours
MS Gymnasium	\$200 for first hour, \$20/hour all additional hours
HS/MS Auditorium	\$500 for first three hours, \$75/hour all additional hours plus \$50/hour for sound/lighting tech.
HS/MS Pool	\$200 for first hour, \$20/hour all additional hours. District Lifeguard required.
**Football Stadium	** Two maintenance personnel required. To assist in replacement costs of the artificial turf, the following rates apply to all groups using the stadium. \$100/hour without lights. \$150/hour with lights.

Scoreboard use is \$50.00 per game to compensate district personnel.

**Football Stadium Concession Stand

If concessions are sold, they must be sold from the concession stand, and must meet all health department requirements. To assist in replacement costs of equipment and cost of the facility, the following rates apply to **all** groups using the concession stand. 10% of profits from the event.

Baseball/Softball Fields
(Non-Varsity only. Varsity Fields are
Not available for outside use.)

\$50 for first hour, \$20/hour all additional hours

Regulations Pertaining to Rental of School District Facilities

- Those in attendance must confine themselves to the area rented by the organization.
- The use or sale of intoxicating beverages and tobacco is not permitted on the premises. Violators will be subject to removal and possible prosecution.
- School District facilities are not available for private parties.
- The sale of food or any commodity requires prior approval from the School District. A request must be included on the reservation request form at the time the reservation form is submitted.
- All current fire and safety regulations must be strictly observed.
- An employee of the School District will be on site during events.
- Users of School District facilities will be fully responsible for damage to school property occasioned by the group's use of School District property. The renting organization will be required to replace damaged property at its sole cost and expense.
- The Board of Education requires all users of School District facilities to carry comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Furthermore, the Board of Education, its individual board members, officers and agents, and the School District, as well as its employees and volunteers shall be named as additional insureds.

Media Utilization The School District will: regularly post information on the School District website; consider School District-wide mailings on issues of importance; schedule public forums for the dissemination of information and to receive feedback from the community; and work with local media to share School District information with the community.