

MOORE PUBLIC SCHOOLS
FACILITY USE REQUEST

Organization, Group,
or Individual Making this Request _____

Facility Requested _____

Date(s) and Time(s) Needed _____

Purpose of Use _____

Responsible Individual _____ Phone # _____
(Please print name)

Date of this Request _____

The undersigned user of the district facility requested above agrees that he or she has the authority to bind the sponsoring group/organization or individual user to the following:

1. Observe the rules and regulations for use of school facilities as attached to this request.
2. Assume full responsibility for loss of damage to school district property resulting from such use.
3. Assume full responsibility for personal injury or property damage sustained by any person as a result of such use, waive all school district liability for such injury and agree to hold the district harmless from any and all claims of whatever nature which may be brought against the district arising from the user's use of the district premises.
4. Understand that no additional or other part or portion of the facility rented/used will be made accessible or available to the user.
5. Understand that no school equipment, storage spaces, or wall spaces will be accessible or available to the user.
6. Understand that proof of liability insurance (as stipulated in Board Policy #4160) (\$1,000,000.00) must be furnished prior to using the facility.
7. Understand that by signing this form, the organization/group/individual renting/using the facility releases Moore Public Schools of all liabilities that may occur during the said event(s) approved on the above date(s).

Signature of Responsible Individual

Date

MOORE PUBLIC SCHOOLS
USE OF SCHOOL DISTRICT FACILITIES

The first priority for use of Moore Public Schools' facilities is the education of children in the district. The Board of Education, however, is interested in accommodating community and other organizations that seek to use facilities owned and operated by the district. This policy states the requirements established by the Board of Education for such use. All arrangements shall be subject to State and/or Federal law.

PERMITTED USES

Pursuant to this policy and subject to the absolute right of the Moore School District to use the facility for its primary purpose at any time, district facilities may be used by organizations for educational, political, literary, cultural, religious, scientific, civic or recreational purposes. Granting permission to use a district facility does not imply the endorsement of the event or its purpose by Moore Public Schools.

PROHIBITED USES

The following groups may not use district facilities:

- A. Any group advocating the violent overthrow of the Oklahoma or United States Constitutions
- B. Any group which encourages or takes part in any illegal activities
- C. Any group whose activities may result in violence or damage to district property or whose activities may endanger life or limb
- D. Any group whose activities may be disruptive to the normal educational functions of the district
- E. Any group whose activities are such that the district facilities are not reasonably able to accommodate them.
- F. Any group whose activities are in violation of any other district policy
- G. Any group which has previously violated this policy while using district facilities or whose activities caused damage to district facilities or injury to persons during such previous use, including failure to pay assessed charges or clean up appropriately

APPROVAL AUTHORITY AND PROCEDURES

The Superintendent or designee shall have the authority to approve a facility's use request by an organization (user) pursuant to this policy. The following procedure shall apply:

- A. Use of school facilities is to be scheduled with the site administrator or his/her designee. Payment for such use shall be given to the site administrator or his/her designee who will provide a written receipt to the user. The site administrator or his/her designee will then give payment to the treasurer or assistant treasurer in the district finance department. (Checks for rental fees should be made payable to Moore Public Schools).
- B. Use of district athletic facilities and/or concession stands is to be scheduled with the site athletic facilitator who will provide a written receipt to the user. The site athletic

facilitator will then give payment to the treasurer or assistant treasurer in the district finance department. (Checks for rental fees should be made payable to Moore Public Schools).

- C. Users shall make written application on the form entitled, *Facilities Use Request* (included in this policy), to the site principal/designee, site athletic facilitator or superintendent's designee at least 14 days prior to the date of the use requested. If the user's request is one involving multiple dates, approval may be given for the entire schedule. Should a conflict develop, the district reserves the right to cancel the permission granted, or to require a change to an alternate date, time, or place. Failure to fully and properly complete the application may result in denial of the use request.
- D. Requests for cancellation of the use of school facilities must be given a minimum of 72 hours in advance of the event time. Cancellation of use of a district auditorium must be given a two-week notice. Failure to adhere to these timelines may affect the user/users requests for future usage.

LIABILITY INSURANCE

Any organization, group, association or person(s) renting a school district facility will be required to provide a liability insurance policy (or certificates of insurance) to the administrator or designee in charge at least two weeks prior to the scheduled meeting or event covering the exposure created by individuals coming to use the facilities. Limits of liability shall not be less than \$50,000 to claimant for any number of claims for damage to or destruction of property arising out of a single accident or occurrence; \$200,000 to claimant for all other claims arising out of a single accident or occurrence; and \$1,000,000 for any number of claims arising out of a single accident or occurrence. The policy must reflect Moore Public Schools as "additional insured".

DAMAGES

The renter/user shall be responsible for all damages other than normal wear and tear to the facility during occupancy. Costs for damages will be determined by the district Operation's Department and submitted to both the user/renter and to the district's Finance Department. Prompt payment for damages is expected (within thirty days) and should be given to the district's Finance Department (checks made payable to Moore Public Schools).

OTHER

Required security, custodial, or supervision services outside the normal work day shall be arranged with school employees under the direction of the administrator of the site or district facility or his/her designee or the Superintendent's designee. Payment for such shall be made directly to the employee performing such services by the facility user at a rate of \$18 per hour per person (with a 3 hour minimum).

Because of the complexity of the sound/lighting/public address systems in district facilities, groups/individuals receiving approval to use such facilities must employ a district employee to operate the equipment at a charge of \$18 per hour per person (3-hour minimum) paid directly to the employee.

Any user requesting use of cafeteria kitchen facilities must so state in the *Facilities Use Request* form. The cafeteria kitchen facilities may only be operated by district Child Nutrition Personnel. Such personnel will be paid \$18 per hour (3-hour minimum) for their services by the group/individual renting the cafeteria and using the kitchen facilities. Arrangements for such use must be made with the district's Child Nutrition Office through the site administrator.

The facility user must protect the building and facilities against unreasonable wear, illegal uses and vandalism. Users will be responsible for damages.

There will be no smoking or use of tobacco products or alcohol in any district facility or on district grounds.

Only district personnel or an authorized designee will be permitted to open and close a rented facility. Under NO circumstances will keys be given to a facility user.

Requests for **temporary** use by churches for services must be approved by the Superintendent or his/her designee and must be accompanied by a written plan for such use to include proposed plans for a more permanent meeting location. The district defines temporary use as three (3) months. At the end of the three-month period if the renter requests to use the facility for a longer period, the renter must present an update to the Superintendent or his/her designee on the progress of the group's efforts to find a more permanent location.

Facility usage by a non-district group on a Sunday must end no later than 9:00 p.m.

**CLASSIFICATION OF ORGANIZATIONS/GROUPS FOR DISTRICT FACILITY USE
IN ORDER OF PRIORITY FOR USE**

- | | |
|--------------|--|
| Class I | Moore Public Schools District-Sponsored Activities (no fees assessed) |
| | A. Athletic Events |
| | B. Curricular Events |
| | C. District-sponsored meetings/seminars |
| | D. District-sponsored programs |
| | E. District-sponsored enrichment programs |
|
Class II |
District Sanctioned or District-Affiliated Agencies/Organizations'
Meetings/Banquets/Profit-Making Events (No fees assessed provided use
of facilities is during periods when building is normally staffed and no
additional labor costs are incurred. If additional labor costs are incurred |

(i.e., custodial, lighting/sound, clean-up, etc.), they will be charged to the user at the rate of \$18 per hour per person.) Organizations/events included, but not limited to:

- A. PTAs/PTSAs
- B. Booster Clubs*
 - (*If a booster club sponsors an outside group to use a district facility for an event with the agreement that the booster club will receive a percentage of the admission fees for the event, the outside group must pay the district a fee as follows for use of utilities at the facility: \$75.00 per day per gym; \$150.00 per day per high school football field/junior high football stadium; \$75.00 per day for all other rentable facilities. In addition, cleanup of the facility and any fees for clean-up must be arranged by the outside group through the site athletic facilitator or site administrator.)
- C. Monitored student organization meetings
- D. Moore Public Schools Foundation
- E. Fee-based instructional camps
- F. Oklahoma Secondary Schools Activity Association
- G. Oklahoma State School Boards Association
- H. Oklahoma State Department of Education
- I. Coaches' Associations

Class III

Civic and Service Use (No fees assessed providing use of facilities does not require additional labor costs. If additional labor costs are incurred, (i.e., custodial, lighting/sound, clean up, etc.), they will be charged to the user at the rate of \$18 per hour per person. Liability insurance is required.) Organizations/events included, but not limited to:

- A. Boy/Girl Scout Meetings
- B. Community-sponsored youth programs within the Moore School District (i.e., sports, arts, community interest, etc.)
- C. Home Owners Associations (within the Moore School District)
- D. City Services Training (i.e. Fire, Police)
- E. Town Meetings

Class IV

Private Non-District Organizations (Full facility fees will be assessed. Liability Insurance is Required.) Organizations/events included, but not limited to;

- A. For-profit events
- B. Non-profit groups fund-raising or admission charge events
- C. Meetings or Seminars
- D. Private Instruction
- E. Recitals
- F. Church Services/Events

In rare situations where a mutual exchange of facilities or services is possible between the district and an organization, rates may be modified or eliminated at the discretion of the Superintendent of Schools.

RENTAL FEES:

High School Auditoriums	\$250 per hour or parts of an hour, plus an \$18 fee per hour for lighting and/or sound technician (3 hours minimum). This fee includes use of lights.
Junior High Auditoriums	\$150 per hour or parts of an hour, plus an \$18 fee per hour per person for lighting and/or sound technician (3 hours minimum). This fee includes use of lights.
Classrooms/Media Centers	WILL NOT BE RENTED
High School Commons Area	\$100 per hour
ASC Meeting Rooms	\$75 per hour
Cafeterias	\$100 per hour or parts of an hour. If kitchen facilities are requested for use, regular school cooks must be used to prepare and serve the food. School employees will be paid \$18 per hour for their services. All charges relating to the use of kitchens must be agreed upon in advance and paid for by the group renting the facility. These arrangements must be made with the Child Nutrition Office through the building administrator.
Lecture Centers	\$100 per hour or parts of an hour
High School Gymnasiums	
Large	\$250 per hour or parts of an hour
Auxiliary (Small)	\$100 per hour or parts of an hour
Junior High Gymnasiums	\$125 per hour or parts of an hour
Wrestling Rooms	\$75 per hour or parts of an hour
High School Stadium	\$500 per hour or parts of an hour plus a \$150 per hour or parts of an hour charge for lights plus a

\$100 per day grounds cleanup fee. This facility may only be used for a specific event – it may not be used as a practice location.

High School Turf Practice Fields

\$250 per hour or parts of an hour plus a \$150 per hour or parts of an hour charge for use of lights plus a \$100 per day grounds cleanup fee. This facility may only be used for a specific event – it may not be used as a practice location.

Junior High Stadium

\$250 per hour or parts of an hour plus a \$150 per hour or parts of an hour charge for lights plus a \$100 per day cleanup fee. This facility may only be used for a specific event – it may not be used as a practice location.

Baseball/Softball Facilities

WILL GENERALLY NOT BE RENTED (Any exception must be approved by the Superintendent of Schools).

Agriculture Facility

\$200 per hour or parts of an hour plus \$18 per hour or parts of an hour for supervision, if necessary, plus \$25 per hour for clean up if machinery is needed plus \$18 per hour per person custodial fee plus \$100 per event for use of the public address system. The rate for use of each portable pen for this first day is \$10 and \$5 for each additional day.

Multi-Purpose Buildings*

Small facilities

\$175 per hour or parts of an hour

Large facilities

\$200 per hour or parts of an hour

(*Youth basketball and volleyball teams located within the Moore School District boundaries may schedule the use of multi-purpose buildings through the office of the Asst. Supt. (Secondary Education) on a first come, first serve basis (no fees assessed). The facilities may be scheduled on Monday, Tuesday, and Thursday evenings from 6 to 9 p.m. in one and one-half hour time blocks. Time blocks may not be scheduled consecutively on the same night. The Asst. Supt. (Secondary Education) will be responsible for assigning an employee to be on-site to open, close, clean, secure the facility, and assist with facility operation as necessary – See board policy #4175).

Adopted 10/10/83	Revised 12/09/85	Revised 08/11/06	Revised 09/12/88	Revised 03/13/89	Revised 11/14/94	Revised 11/10/97
Revised 06/08/98	Revised 04/14/03	Revised 11/10/14				