

COMMUNITY USE OF SCHOOL FACILITIES

The Board believes that the facilities of this District should be made available for community purposes, provided that such use is not inconsistent with the use of buildings and grounds for school purposes and does not interfere with the regular conduct of school works.

The District will permit the use of District facilities by any organization when such permission has been requested in writing and has been approved by the school principal or supervisor.

Use of facilities shall not be granted in such a manner as to permanently institutionalize or constitute a monopoly for the benefit of any person or organization or to further any program the purpose of which is the overthrow of the government of the United States or any state by force, violence or other unlawful means, or for private social functions or any purpose which is prohibited by law. Facility use will not be granted for any activity or function that involves the sale or consumption of alcohol or any form of gaming.

The Superintendent shall develop procedures and conditions for the granting of permission to use district facilities and shall make available regulations for such use which shall be attached to the use of facilities agreement form.

REFERENCE: NRS 393.071
DATE: October 5, 1992

Policy #KG
Adopted 10/27/92

ADMINISTRATIVE REGULATION COMMUNITY USE OF SCHOOL FACILITIES

Since public schools belong to the citizens of the school district and are established, maintained and operated by funds largely provided by local taxes, the Lyon County School District Board of Trustees accepts the responsibility for making these facilities available to the community for appropriate activities which do not infringe upon or interfere with the conduct and best interest of the school system. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, group or organization or the purposes it represents. Facility usage must comply with NRS 393.071 through 393.0719 and Lyon County School District does not allow use of its indoor or outdoor facilities for private commercial enterprises, nor does it allow use of school buildings for private activities such as birthday parties or weddings.

It is the Board's intention to grant the use of public school facilities, under the Superintendent's direction, in accordance with this administrative regulation. All requests for use of facilities by any outside organization are subject to policies and regulations adopted by the Lyon County School District Board of Trustees. Arrangements for rental of a school facility are to be made through the principal or vice-principal of the school concerned, except in cases of emergency when the superintendent or his designee may make such arrangements.

The District and local law enforcement agencies work together to promote law enforcement personnel in a positive image and believe officers' presence on school campuses support a safe educational environment. Therefore, activities sponsored by the Lyon County Sheriff and City of Yerington Police departments are exempt from the provisions of this policy.

1. No reservation will be made until a properly completed application is approved by the school principal/vice-principal. The form will be completed in duplicate, with one copy returned to the applicant and one copy retained by the principal/vice-principal of the school whose facilities are to be used. An application for use of school facilities should be made at least ten (10) days prior to the date of use.
2. All approved applicants who are not exempt from this provision as detailed in the fee section of this regulation will be required to provide a certificate of insurance for property damage and liability in the amount of \$100,000 and \$100,000/\$300,000 respectively.
3. Charges listed in this regulation include custodial services, kitchen use, security service, and utility requirements. Requests for special arrangements such as a public address system, use of lighting panels, extra chairs, etc. may be made to the school principal/vice-principal who has the authority to allow or disallow use of specific school equipment and determine an appropriate rental fee. Upon approval of a use of facility request, the administrator will indicate the appropriate fees on the application form and return a copy to the applicant. All fees must be paid prior to use of facility.

The District believes its facilities are not intended to be the permanent meeting site of community groups or private/commercial enterprises, which may place the District in competition with other parties renting facilities on a for-profit basis. It also believes long-term use restricts facility use by other groups. Therefore, any organization that continues to use District facilities on a regular basis will be subject to the long-term use fee included within this regulation after one year's use.

4. Groups using facilities are restricted to the dates and hours and the specific facilities indicated on the approved application form. Certain classrooms for certain uses will be considered inappropriate. The school principal/vice-principal will have the authority to determine which classrooms will be made available for particular community uses.
5. Premises are made available with the understanding that "tipping" of custodial or other school personnel is not permitted. Only the Board of Trustees can authorize payment to District employees for services involving the use of school facilities.
6. With the exception of the use of athletic fields or as noted below, a District employee must be present when facilities are being used by an outside group. The inability of the school to schedule an employee to be on site during the requested times is justification for denying a request. In the case of athletic fields, the District generally does not require a District employee's presence; however, the District retains the right to require the presence of an employee, if the district decides it is necessary. It shall be the duty of the person in charge, as listed on the application form, as well as any district employee that may be present, to require that school and district rules and regulations are observed. Keys will be issued only to District employees with the following exception.

A District employee's presence may not be required when, in the opinion of the school principal/vice principal, the organization has established an impeccable record of District facility use. In such case, a key may be issued to a responsible member of the organization who must keep the key in his possession at all times and return it before the end of the next work day. These privileges may be revoked at any time.
7. When Food Service or Life Skills facilities are to be used by an applicant, the respective department will be notified by the principal/vice-principal. Whenever an individual or organization utilizes food preparation areas and/or equipment, or electrical or mechanical cafeteria or life skills equipment, the Lyon County School District requires that a member of its Food Service staff or other qualified employee be present. The use of these facilities will result in an additional charge to cover the required school personnel and utility costs.
8. Lyon County School District security personnel will be assigned as needed. The cost will be the responsibility of the organization using the facilities and will be covered by a fee. An exception will be granted if the organization using such facilities has the ability to provide regularly employed peace officers of the Lyon County Sheriff's Department. The final determination of whether security will be required for a specific use rests with the School District.
9. District-owned vehicles may not be assigned for use by non-school groups except under lease agreements with other public entities. Groups included in user categories three or four may not use District owned furniture and equipment unless approved for use on school premises in conjunction with District facilities. Groups in categories one or two may apply for off premise use of District furniture and equipment by completing the use of facilities application form.
10. The Lyon County School District Board of Trustees recognizes that a need exists for outdoor recreation and, therefore, does not deny the use of school grounds to the public

outside of school hours. However, by allowing the school grounds to remain open, the District does not assume liability for injury. Any organization or group using a field must use it for activities which are appropriate and compatible with the grounds and surrounding area. Use shall not result in damages, destruction or undue wear to the areas or pose a hazard to any individual.

11. An authorized representative of the organization using the facilities must sign a statement of responsibility for any loss, damage, liability, cost or expense that may arise during usage and/or occupancy. If the organization does not take reasonable and proper care of the facilities, further use may be denied.
12. There shall be no smoking in school buildings, nor shall intoxicants, narcotics or gambling be permitted in school buildings or on school premises.
13. Use of decorations or scenery, moving of furniture, or storing of any property is prohibited unless special permission is given. Rooms used shall be left in the arrangement and precise manner which they were found.
14. Nothing will be sold, given away, exhibited, or displayed without permission of the Lyon County School District.
15. In scheduling events in School District facilities, first priority will be given to School District and local county recreation department activities (covered by a separate agreement). The Board of Trustees, through its designated representative, reserves the right to cancel any approved use of school facilities under this administrative regulation. When practical, one week's notice will be given for cancellation of use; however, the right is reserved to cancel approved usage without notice, if an occasion demands such cancellation. If a scheduled meeting or activity is postponed or canceled, the principal or vice-principal shall be so notified at least twenty-four (24) hours in advance. Failure of an organization to provide this notice will result in forfeiture of any fees paid with the use application.
16. School property must be protected from damage and mistreatment and ordinary precautions for cleanliness maintained. Groups shall be responsible for the condition in which they leave school facilities. In cases where school property has been damaged or abused beyond normal wear, the cost of repairing the damage shall be reimbursed by the organization involved. The School District shall be the final judge as to the cost of repairing the damage. Groups using the facility must maintain, at all times, a youth to supervisor ratio not greater than that established by the District for student field trips. (Ten students per supervisor as of the writing of this regulation.) For purposes of this regulation, youth are considered any person eighteen years of age or under.
17. Members of the Board of Trustees and School District administrators reserve the right to enter buildings at any time.
18. All functions shall end by 10:00 p.m., unless special permission is secured in advance from the principal/vice-principal. All permits will be issued for specific times and hours. It will be the responsibility of the organization using the building to see that unauthorized areas of the buildings are not used.

FAILURE TO COMPLY WITH ANY OR ALL OF THE PROVISIONS OF THIS ADMINISTRATIVE REGULATION SHALL BE CAUSE TO DENY FUTURE USE OF LYON COUNTY SCHOOL DISTRICT FACILITIES TO THE GROUP NOT IN COMPLIANCE.

FEES AND USER CATEGORIES

For fee purposes, potential uses of school facilities are divided into four categories:

*User
Category*

- 1. School Groups:** Lyon County School District faculty and student groups, including all student groups for which the District pays student advisors activity stipends or otherwise sponsors. It does not include the use by faculty or students solely for their personal pleasure or benefit. For example, this category includes PFAC and PTA groups but does not include non-sponsored or unscheduled open gym for students or faculty.
- 2. Education-Related Youth Groups and Lyon County Local Governments** – For example: (A) Boy Scouts, Girl Scouts, 4-H Clubs and other groups which serve Lyon County School District youth, and organizations that have education as their primary goal and are recognized as nonprofit organizations by the State of Nevada; and (B) Lyon County and other local governments as defined in Chapter 354 of Nevada Revised Statutes, and state governments; and (C) county and political groups for the purpose of conducting organizational and precinct elections.
- 3. Community Groups:** This category includes local non-private community groups including service clubs such as Rotary, Lions, civic groups, fraternities, religious groups, and recreational groups whose primary beneficiaries are its members. An applicant shall be considered as a community group if the contact person is a documented resident of Lyon County.
- 4. Private/Commercial Enterprises:** This category includes use by profit-making organizations and business related enterprises. For example, a company may use a gym for an employee volleyball tournament.

Applicability of Facility Use Fees and Insurance Requirements

User Fee Type	User Category #1	User Category #2	User Category #3	User Category #4
Rental	Exempt	Fee applies if used over 4 hours/month	Fee applies	Fee applies
Custodial Personnel*	Exempt	Fee applies if service required by LCSD	Fee applies	Fee applies
Kitchen Personnel and Utilities **	Exempt	Fee applies if service required by LCSD	Fee applies	Fee applies
Security	Fee applies if service required by LCSD	Fee applies if service required by LCSD	Fee applies if service required by LCSD	Fee applies if service required by LCSD
Proof of Property & Liability Insurance	Exempt	Required	Required	Required

* The custodial fee will be applicable if building use lasts past 10:00p.m. on weekdays or the use takes place on weekend. This fee may also apply at other times if, in the opinion of the Lyon County School District, the activity requires it. A cost per hour for custodial service is based upon time + ½ of step 4 or grade 3 plus 10% for taxes and benefits.

** The Kitchen personnel will be based upon time + ½ of step 4 of the respective grade of the employee working plus 10% for taxes and benefits. An estimate of utility costs will be made based on planned usage.

FACILITY RENTAL FEE SCHEDULE

Facility	User Category #1	User Category #2	User Category #3	User Category #4
<i>REGULAR CLASSROOM</i>				
<i>Short-term</i>	No fee	No fee	\$7.00 P/H	\$15.00 P/H
<i>Long-term**</i>	No fee	No fee	\$14.00 P/H	\$30.00 P/H
<i>SPECIALIZED CLASSROOM</i>				
<i>Short-term</i>	No fee	No fee	\$10.00 P/H	\$12.00 P/H
<i>Long-term**</i>	No fee	No fee	\$20.00 P/H	\$24.00 P/H
<i>CAFETERIA/MP ROOM</i>				
<i>Short-term</i>	No fee	No fee	\$8.00 P/H	\$12.00 P/H
<i>Long-term</i>	No fee	No fee	\$16.00 P/H	\$24.00 P/H
<i>CAFETERIA WITH KITCHEN</i>				
<i>Short-term</i>	No fee	No fee	\$10.00 P/H	\$16.00 P/H
<i>Long-term**</i>	No fee	No fee	\$20.00 P/H	\$32.00 P/H
<i>GYMNASIUM, ATHLETIC FIELD (RECREATIONAL)</i>				
<i>Short-term</i>	No fee	No fee	\$10.00 P/H	\$20.00 P/H
<i>Long-term**</i>	No fee	No fee	\$20.00 P/H	\$40.00 P/H
<i>LIBRARY</i>				
<i>Short-term</i>	No fee	No fee	\$7.00 P/H	\$10.00 P/H
<i>Long-term**</i>	No fee	No fee	\$14.00 P/H	\$20.00 P/H

* All fees are based on a group size of 1 to 30 persons and the fee will increase in equal increments for larger groups. For example, a group of 75 persons would be charged \$24 (3x\$8) for using the multi-purpose room.

** Long-term fee applies after one year's use of District facilities on a regular and recurring basis. The rate may not be avoided by changing sites.

**LYON COUNTY SCHOOL DISTRICT
APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES**

_____	_____	_____	_____
(Name of organization)	(Address)	(City/State/Zip)	(Phone)
_____	_____	_____	_____
(Name of Person in Charge)	(Address)	(City/State/Zip)	(Phone)
Date(s) of requested use: _____		Day(s) of week: _____	

Set up time: from ___ am/pm to ___ am/pm Function time: from ___ am/pm to ___ am/pm

Nature/purpose of use: _____

Anticipated attendance _____ Number of adults _____ Number 18 and under _____

Will there be an admission charge, collection or funds solicited? yes no

If yes, state amount: Adults _____ Children _____

For what purpose will proceeds be used? _____

Insurance company and agent (school groups exempt) _____
(a certificate of property damage and liability insurance for at least \$100,00/\$100,00/\$300,00 must be provided prior to approval)

AGREEMENT: The applicant hereby makes application for use of the school facility(ies) described above, and certifies that the information given is correct. The applicant will observe all rules and regulations of the Board of Trustees and has read the Administrative Regulation "Community Use of Facilities". The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold the Lyon County School District harmless from all liability resulting from use of said facilities. The applicant further agrees to reimburse the School District for any damages arising from the applicant's usage.

_____	_____	_____	_____
(Name of organization)	(Address)	(City/State/Zip)	(Phone)

Signature of applicant

date

FOR OFFICIAL USE ONLY

Certificate of insurance received? yes no

FEES		Comments:
Facility Rent	\$	
Personnel	\$	
Kitchen/Life Skills Utilities	\$	
Equipment	\$	
Total Fees	\$	

Approved by:

Administrator's Signature

Date: _____

DETAILED FACILITY REQUEST FORM

	First Room	Second Room	Third Room
Room preference (i.e. Classroom, multipurpose room, gym)			
Anticipated attendance			
Responsible person			
Stacking chairs			
Student desks			
Tables			
VCR/TV			
Overhead			
Screen			
Basketball hoops up or down (gym only)			
Cafeteria tables (MP room only)			
Flags			
Podium			
P.A. system			
Trash cans			
Power extension cords			
Other:			

Additional comments: _____

Items listed may or may not be available for public use and are subject to additional use fees.

For official use only:

Room assigned			
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