



**PROCEDURE: FACILITY USAGE AND RENTAL**

**CURRENT VERSION DATE: October 30, 2023**

**STATEMENT OF INTENT**

The school district believes that school facilities (buildings and grounds) can and should serve as centers for educational, civic, cultural, recreational and other community events provided there is a general understanding throughout the community that:

- School and school-sponsored activities will always be given priority for use of school buildings and grounds;
- School districts cannot subsidize the use of facilities for events and activities not directly related to its primary educational mission;
- Authorization to use school facilities does not imply endorsement or approval of any group or activity;
- The superintendent, or their designee shall be responsible for maintaining guidelines for the use of the facilities pursuant to district policy.

Based on such understanding, the public use of buildings and grounds by the community is highly encouraged.

**APPROVED USE OF FACILITIES**

Individuals or groups may use the facilities for the following purposes:

- Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the school district;
- Meetings by employee professional organizations comprised of school district employees;
- Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
- Civic forums and community centers, provided the events are open to the public;
- Recreation, physical training and athletics, including competitive athletic contests for children and adults;
- Academic tutoring or lessons;
- Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.



## **UNAUTHORIZED USE OF FACILITIES**

The Superintendent or their designee may deny any request for the use of facilities or terminate an individual or group's use for:

- Uses that are likely to cause a material and substantial disruption to the schools' operations;
- Uses that could affect the safety and well-being of its students and/or staff;
- Uses that interfere with school district maintenance and repair of the facilities;
- Uses that could damage equipment in facilities, or on school property;
- Uses that could reasonably be expected to or do give rise to a riot or public disturbance;
- Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- Uses prohibited by law.

## **REQUIREMENTS AND PRIORITY OF USE**

The fee structure set forth in this procedure will be reviewed annually and be administered in a manner that does not discriminate based on viewpoint. The school district will require proof of liability insurance. Proof of coverage must be provided by the requester of facilities at the time the request is made in the District's FS Direct Application. Approval of use for facilities will not be granted until the documentation is received. Any approved use for which the district does not require proof of liability insurance is limited to recreational use by local associations or groups who do not have an organizational structure that allows them to purchase liability coverage. In these rare cases, all participants of the event must fill out and sign a waiver and submit to the school district prior to participation. Users shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicly that their events and activities are not sponsored by the school district. Authorization for use of school facilities and grounds shall not be considered as endorsement of or approval of the activity groups or organization nor the purpose they represent.

### **PRIORITY OF USE:**

1. A school's educational, co-curricular and/or extra-curricular activities targeted to its own students and staff shall have priority for use of that particular school building, grounds, and other facilities. No facility use or rental fees will be assessed.
2. School sponsored activities have second priority for use of school facilities and/or grounds. Such activities largely involve occasional scheduled facility use by a parent or support group, each of which provides some type of direct support for students and/or the school's educational mission. No facility use or rental fee will be assessed.
3. Member Cities/Towns of the school district or any Recreational Departments run by them shall have third priority for scheduling purposes for use of school facilities and/or grounds. No facility use or rental fees will be assessed.



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4. Youth and Adult Organizations which primarily serve the community of the school district shall have fourth priority for scheduling purposes for use of school facilities and/or grounds. If the Organization charges fees for entry to their events or membership of their organization, fees according to the facilities use fee schedule provided in this procedure will be charged. If no fees for either membership or participation are charged, then the school district may waive usage fees.
5. Other Groups: With the exception of the groups described above, all other groups, organizations or individuals will be charged fees according to the schedule provided in this procedure.

## **IN-KIND SERVICES**

The superintendent or their designee, may decide whether in-kind service will be allowed in lieu of the facilities use fees. For example, an organization maintaining or repairing a ball field in trade for use of the field.

## **GROUP DETERMINATION**

The school board shall authorize the superintendent, or their designee, to determine which priority group an organization falls within. The school district may request membership information, residency status, national/state/local affiliations, or other information related to their organization's purpose and connection to the community.

## **GUIDELINES**

The following guidelines shall be administered:

- A. Complete a facilities use request through the district FS Direct program at least 15 days prior to the event. (Link can be found on our district website.)
- B. Receive approval/denial of the facility use request through the FS Direct program. No verbal or hand written approvals constitutes district approval. In order to receive the approval in the system the requestor must have a valid current certificate of insurance on file and uploaded to the program. Rare exceptions are made to this requirement such as group recreational activities that will allow participant waivers in place of the certificate.
- C. School activities always take precedence over any other use of school facilities. The condition of the facilities and the schedule for maintenance also takes precedence over other uses of the facilities.
- D. No events will be approved that violate any federal, state or local laws or regulations and licensing requirements.
- E. Facility use is limited to the function and area described on the facilities use request. Changes in plans or usage will constitute a separate request. There shall be no third-party use of the facilities.



- F. Payment in advance is expected and due when the event is scheduled. If the activity is canceled at least forty-eight (48) hours in advance of the scheduled building/facility use, the user will receive a full refund of their payment less any related expenses incurred by the school district if applicable. If the activity is canceled with less than forty-eight (48) hours remaining before the scheduled building/facility use the user will receive a half refund of their payment less any related expense incurred by the district if applicable.
- G. In compliance with school district policies, smoking on school grounds and possession or consumption of alcoholic beverages are strictly prohibited at all times. The renting organization is responsible for complying with this policy.
- H. Americans with Disabilities Act accommodations, and legal costs associated with non-compliance, will be the responsibility of the using organization or group.
- I. Decorations must be used in such a manner not destructive to school property. Decorations are subject to approval of the principal or their designated representative. Approval may be denied based on content as well as structure of the decorations including banners and pennants.
- J. The use of any materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the district Director of Buildings, Grounds, and Safety.
- K. The user will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees, during the time the building is in use.
- L. All equipment and facilities to be used must be listed on the original request and left in the same condition as found.
- M. The user shall ensure the number of attendees does not exceed the authorized capacity of the facility.
- N. Set-up and clean-up may be performed by members of the group using the facility, provided it is approved in advance by the Director of Buildings, Grounds and Safety in writing. Custodial services will be paid by the using group for work not done satisfactorily.
- O. The user shall ensure that participants' vehicles are parked only in areas designated for parking.
- P. Facilities may be rented to groups during school vacations or holidays provided the event does not conflict with facility cleaning and renovating programs and provided there is building service personnel available for supervision.
- Q. The person designated as in charge of the original request shall be present during the scheduled event. The request may be denied if in the opinion of the principal, there is insufficient supervision, or the event exceeds the capacity of the facility.
- R. A school employee will be on duty whenever a facility is being used except as exempted by the principal and so noted on the original request. The employee will provide assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the activity is over. The employees overtime, including clean-up time, if applicable, will be charged to the group or organization according to the fee schedule.
- S. Corridors, exits, and stairways must be free of obstructions at all times.



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- T. Facilities will normally be opened ½ hour before the scheduled event time and close ½ hour after the scheduled end of the event unless other arrangements are requested and approved on the request.
- U. The school district requires proof of liability insurance for any organization using the facility or grounds. The using organization shall hold the school district harmless with respect to any claim of loss, injury or damage because of negligence of the user or user's employees, agents, or participants, including damage to school district property or property for which the school district is liable.
- V. Any infraction of the above rules or violations of common behavioral decorum consistent with the approved event, may be grounds for immediate dismissal of the group or organization and for refusing to grant subsequent requests for use of school facilities.
- W. If security or police coverage is required, the applicant shall make such arrangements at their own expense. The Applicant shall inform the applicable police department, the principal of the building/facility being used, and the Director of Buildings, Grounds and Safety of the details of the security arrangement.

## **BUILDINGS AND GROUNDS RATES AND FEES**

### **CLASSIFICATIONS OF USE:**

**Group 1** All student activities, teacher groups, parent/teacher organizations, municipalities within our own district, voluntary non-sectarian and non-political organizations directly contributing to education, or fund raising for the Addison Northwest School District, and non-fundraising events of senior citizen groups.

**Group 2** Organizations comprised primarily of district community members, staff, or residents, which offer instruction or recreational activities for a fee related to participation or membership.

**Group 3** Out of district non-profit organizations.

**Group 4** Commercial/For Profit groups or organizations, and individuals.

### **SCHEDULE OF RATES AND FEES**

Each additional hour reserved past the four hour mark will be charged the appropriate rental fee assigned per hour or at a maximum \$25.00 per hour regardless of space or group cost if cost is higher. So for instance renting a classroom for group 2 for 6 hours would cost: \$10.00 (hours 1-4) plus \$20.00 for two more hours = \$30.00 total.

In addition to the amount charged in accordance with the following rate schedule, groups will be charged expenses incurred by the district for overtime and any other expense caused by the building usage. Note that for any support staff member (custodian, maintenance, cafeteria worker, etc.) to work outside their normal work day must be paid overtime. For this reason all hours will be charged at a rate of \$25 per hour per person for time outside their normal work day.



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<b>FIRST 1-4 HOURS</b>	<b>GROUP 1</b>	<b>GROUP 2</b>	<b>GROUP 3</b>	<b>GROUP 4</b>
Classroom	No Charge	\$10.00	\$15.00	\$20.00
Cafeteria	No Charge	\$20.00	\$40.00	\$60.00
Elementary Gym	No Charge	\$10.00/\$20.00**	\$30.00/\$40.00**	\$50.00/\$60.00**
Middle or High School Gym	No Charge	\$15.00/\$25.00**	\$40.00/\$50.00**	\$65.00/\$75.00**
Athletic Field/Outdoor Classroom	No Charge	\$10.00	\$30.00	\$50.00
Auditorium With Technology	No Charge	\$100.00	\$120.00	\$140.00
Auditorium Without Technology	No Charge	\$30.00	\$50.00	\$70.00
Library	No Charge	\$20.00	\$40.00	\$60.00
Kitchen (Downstairs)	No Charge	\$20.00	\$40.00	\$60.00
Kitchen (Main Child Nutrition)*	No Charge	\$25.00	\$50.00	\$75.00

\* The Main Child Nutrition Kitchen cannot be rented without one of their staff members being present for the entire duration of use. To be exempt from this you must have written permission from the Director of our Child Nutrition Program. We have attached these important guidelines for anyone using the kitchen. <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:bf1b2c7e-f61c-3633-b622-d7f4a35bb7c3>

\*\*Split rates indicate the lower amount for practice or open gym and a higher amount for games or events.