



Book	Administrative Guidelines
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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#### 7510A - **USE OF DISTRICT FACILITIES**

##### **Applications**

Any organization or individual desiring to use District facilities shall complete an application (Form 7510 F1) and submit it to the Superintendent or his/her designee for approval.

- A. Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of \$25 or an amount equal to ten percent (10%) of the estimated fee, whichever is greater, if requested by the District.
- B. The Superintendent or his/her designee shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- C. The Superintendent will approve all requests and send a photocopy of the request to the building administrator. If the application is not approved, all deposits included with the application will be returned with the application.
- D. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- E. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent or his/her designee **with or without due notice**. All approvals are to be granted with this understanding. The application deposit is refundable when forty-eight (48) hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- F. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

##### **Ineligible Users**

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

##### **Regulations**

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.

- C. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- G. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- I. Buildings will normally be open two (2) hours prior to the activity and for one (1) hours after its scheduled end, unless other arrangements are requested on the application and approved.
- J. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- K. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- L. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- M. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- O. The District will not be responsible for any loss of valuables or personal property.
- P. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- Q. Playground facilities may not be used by any youth over the age of eleven (11) nor shall any person be allowed on playgrounds after dark.
- R. Skateboards and other like equipment that constitutes a safety hazard to students shall not be allowed on District premises at any time.

### **FEE FOR USE OF DISTRICT BUILDINGS**

To ensure fairness and consistency in the implementation of Board of Education policy governing use of school facilities, the following categories are established to determine priorities and a schedule of fees for approved users outside regular or extra-curricular programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

## **A. Charges and Priorities for Use of School Facilities**

### **1. Category 1: School-Affiliated Groups**

School-affiliated groups are defined as those whose activities directly relate to the District.

#### **Fees for Category 1:**

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

### **2. Category 2: School-Community Groups**

Community groups, defined as those providing educational, recreational, and cultural activities, administered by the Board, either solely or jointly, will be granted second priority to available space and facilities.

#### **Fees for Category 2**

(SAME AS CATEGORY 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

### **3. Category 3: Community Nonprofit Groups**

Community nonprofit groups are defined as governmental agencies; groups primarily comprised of District residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

#### **Fees for Category 3**

(SAME AS CATEGORY 2)

### **4. Category 4: Private, Nonprofit Groups**

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.

#### **Fees for Category 4**

Category 4 users will be charged two (2) times the rate shown in Schedule A for allowable space permits. When activities in Category 4 involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

### **5. Category 5: Commercial Users**

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned.

#### **Fees for Category 5**

Where extraordinary user requirements or services are indicated and/or requests are made for pool or varsity athletic fields, permits will not be granted to Category 5 users. Fees for Category 5 users will be three (3) times the rates shown in Schedule A.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.