

## COMMUNITY USE OF DISTRICT FACILITIES

### Use of Buildings

In accordance with the law, facilities may be used for open discussion of public questions and subjects of general public interest, for meeting or organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the superintendent or his or her designee.

### Application for Use

Any individual, group, school or non-school organization wishing to use any of the district facilities, grounds or equipment must submit an application on a form developed for such purpose, which shall be identified as "Use of Building Permit". The building principal or their designee will review and provide initial approval of facility use. School activities shall always have priority over non-school activities. The Use of Building Permit is then forwarded to the Office of Operations for final review, rental fee assessment if applicable, verification of certificate of insurance or Hold Harmless Agreement, and approval. In no case shall verbal commitments for facilities use be considered in any way binding upon the district. Upon final approval, the Use of Building Permit will serve as the permit and must be made available for review upon request by district staff during facility use. Groups failing to produce this permit will be asked to leave the premises immediately.

The sponsor must be present and supervising the group throughout the entire time the group is in the building. All youth groups must be sponsored. No member of any youth group will be admitted into the building prior to the arrival of the sponsor/agent.

Use of district facilities is limited to the facilities requested by the user at time of application and may not be modified without previous approval by the district. No portion of the facilities may be used by any group after 11:30 p.m. without prior approval from the Office of Operations. Use of the facilities must be kept within the hours specified on the approved permit. Use of facilities that occurs on weekends will result in the assessment of hourly custodial charges.

The School District of University City reserves the right to cancel a reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with this agreement or the facility is needed for school activities. The School District of University City also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided. As outlined on the Use of Building Permit, The district shall be held harmless for liability incurred by the group while using school owned buildings, grounds or equipment.

When the superintendent has declared the schools closed because of inclement weather or an emergency condition, all district facilities and fields will typically be closed to outside activity. If inclement weather does not force the closing of schools but has adversely affected the conditions of facilities or fields, the district has the right to close said facilities or fields to ensure their ongoing usability. It is the responsibility of the user group to confirm facility or field status prior to usage. If a facility is closed due to inclement weather, the user group will not be charged for usage. Failure to abide by the inclement weather policy may result in the future privilege of use being revoked.

### Facility Rental Fees

Any individual or group requesting use of district facilities will be charged fees in accordance with the rate schedule, unless otherwise approved by the superintendent or his or her designee. User groups have been divided into three classifications. The three classifications are listed in priority order for use of district facilities and fees are determined based on the classification of the group. The classifications are:

1. Building academic, co-curricular, student/staff activities that are administered within and by the district, a school or its student body, Special School District, PTO, booster groups, YWCA programs, Girl Scouts, Boy Scouts, School District labor organizations (UCFT and UCEA) and University City alumni groups or associations.
2. Non-profit groups and businesses or individual activities not administered by the District, including but not limited to:
  - a. Club Sports with a minimum of 51% of participants residing in the School District
  - b. Junior Programs with a minimum of 51% of participants residing in the School District
  - c. Non-profit sports teams and community athletic associations with a minimum of 51% of participants residing in the School District
  - d. Public hearings and/or public forums of tax-supported political subdivisions located within the School District
  - e. Community-based groups, including sectarian and political, with a minimum of 51% of members or participants residing in the School District
  - f. School District personnel requesting use of district facilities
3. Non-profit groups not meeting the requirements for classification 2 stated above and for-profit groups

The Office of Operations reserves the right to request a roster including addresses to verify that the group or organization meets the participant residency requirements to achieve classification 2 stated above. If it is determined that a group or organization has misrepresented its roster to achieve classification 2 above, the School District reserves the right to deny any facility use requested by the group or organization

The facility rental fees for classifications 1, 2 and 3 are defined by the rate schedule which is adjusted and approved by the Board of Education on an annual basis.

No use of equipment shall be granted without prior approval from the School District. Equipment usage is subject to availability and charges for use of the equipment may be applicable. If School District personnel are required to operate equipment, personnel fees will apply.

School District employees requesting use of facilities for non-district administered activities are subject to rental fees and personnel charges unless waived by the Superintendent or his or her designee.

Upon final approval of the Use of Building Permit, a summary of charges will be forwarded to the organization or individual (if applicable) with a copy of the approved permit. Unless otherwise approved by the Office of Operations, the summary of charges must be paid in full no later than 24 hours prior to building use. If Certificate of Insurance or Hold Harmless Agreement has not been submitted 24 hours prior to the building use, the permit will not be valid. No group or organization delinquent in payment for use of a building will be approved for subsequent use of facilities.

Cancellation of the use permit by the group or organization will result in a refund of fees and charges if notification is provided at least two weeks prior to the event. Cancellation by the School District due to inclement weather or a building emergency will result in a refund of fees and charges.

See form KG-AF

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*Note: The reader is encouraged to review policies and /or forms for related information in this administrative area.*

Implemented: 03/01/2015

School District of University City, University City, Missouri