

**USE OF SCHOOL FACILITIES**

Policy

The school district will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this school district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

Procedures for Use of School Facilities

*Application*

All organizations must make application in writing on a provided application form to the superintendent's office at least ten (10) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

**RENTAL PROCEDURES**

Contact the facilities coordinator to determine availability, and to acquire guidelines and application. Obtain insurance, following the specifications found below. Submit the following to the school for approval and scheduling:

- Completed Application (see appendix)
- Signed Hold Harmless Agreement (see appendix)
- Required Certificate of Insurance
- Signed Acceptance of Terms form (see appendix)
- Proof of Tax-Exempt Status, if applicable

**INSURANCE PROVISIONS**

The rental applicant shall provide a Certificate of Insurance naming Piedmont Public Schools as additional insured.

The certificate should contain a thirty (30) day notification provision to the certificate holder prior to cancellation or modification of the policy.

**Required Limits:**

- Comprehensive General Liability
- General Aggregate \$2,000,000
- Products & Completed Operations \$2,000,000
- Personal & Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

*Permitted Use*

Permission for use of school facilities belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the school district and to the programs of the school district; and
2. Do not result in an increased monetary burden on the citizens of the school district.

*Priority Use*

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

**RENTAL CATEGORIES FOR ORGANIZATIONS**

Listed below are descriptions of organizations who may want to rent school facilities and the types of fees that may be levied for each.

**CLASS I (NO CHARGE)**

All PPS approved school-affiliated activities and organizations, including student organizations, alumni organizations, all staff organizations among employees, and all community organizations within PPS directly affiliated with the schools (Piedmont Public Education Foundations, PTA's and PTO's, booster clubs, PEA, sponsored clubs, etc.)

**CLASS II (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)**

Community groups within Piedmont (Boy Scouts, Girl Scouts, Piedmont Sports Association, etc.) which are supported by voluntary contributions and whose purposes in some degree parallel those of the schools: nonprofit, private schools within Piedmont and their affiliated organizations; groups for non-profit, religious, charitable, philanthropic, or civic uses, and which do not charge a spectator admission to attend the event being held at a PPS facility.

**CLASS III (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)**

Community groups within Piedmont (YMCA, Piedmont Sports Association, etc.) that are supported by voluntary contributions and whose purposes in some degree parallel those of the schools: nonprofit, private schools within Piedmont and their affiliated organizations; colleges, and universities; groups for non-profit, religious, charitable, philanthropic, or civic uses, and which do charge a spectator admission to attend the event being held at a PPS facility.

**CLASS IV (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)**

For-profit groups within Piedmont.

**CLASS V (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)**

For-profit groups outside Piedmont.

Prohibited Use

School facilities will not be used for:

1. Meetings that promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The organization's supervisor or designated representative must remain on-site during the entire activity and have in his/her possession a copy of the rental agreement. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof and will make prompt payment for such theft, loss, or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen, and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility and to require that there be evidence presented to the superintendent in the form of a certificate of insurance showing Independent School District No. 22 of Canadian County, Oklahoma, as an additional named insured.

In the event of an injury or emergency personnel being called to the site, a district official must be notified immediately.

Time Limits

The superintendent of schools or designee shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent or designee if conduct or infraction of regulations warrant.

Holidays

As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent or designee may, in his/her best judgment, authorize limited exceptions to this rule for good causes shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

**RENTAL FEES**

Fees for personnel, facilities and certain equipment are listed below:

PERSONNEL POSITION—Overtime/Hour

Custodial Staff	\$25.00
Auditorium Sound	\$20.00-\$40.00
IT or A/V Technician	\$40.00-\$100.00
Kitchen Manager/Catering	\$35.00
Kitchen Staff	\$21.00
Other Staff	TBD

**FACILITY RENTAL FEES BY RENTAL CATEGORY (HOURLY)**

<b>CLASS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
Cafeteria	N/C	\$50	\$60	\$90	\$120
High School Student Center	N/C	\$50	\$60	\$90	\$120
Cafeteria, Labor Costs	\$25	\$35	\$55	\$65	\$75
Kitchen—water/warming labor costs	\$20	\$25	\$25	\$30	\$40
Kitchen—full-service labor costs	\$25	\$35	\$65	\$75	\$90
Classroom	N/C	\$25	\$25	\$25	\$25
Lobby	N/C	\$25	\$25	\$25	\$25
Library, Specialty Rooms	N/C	\$25	\$25	\$30	\$35
Field House, Collette	N/C	\$60	\$70	\$90	\$100
F&M Bank Stadium	N/C	\$120	\$140	\$160	\$160

**GYMS**

Northwood & Stone Ridge	N/C	\$60	\$70	\$90	\$100
Season Rental		\$4500/season			

**Building Use Without Charge**

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
2. Cub Scouts--monthly pack and committee meetings (night);
3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and
4. Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the Superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations that qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings that extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums, and for all fund-raising activity meetings.

Security

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although non-student individuals who are either (a) over the age of twenty-one or (b) over the age of eighteen (18) who is a member or veteran of the U.S. Military, may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. If the firearm is left unattended in the parking lot, it must be hidden from view in a locked vehicle.

Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless a district designee is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required.

Parking Lots

Parking lots are provided with the use of most school buildings. If the use of only a parking lot is desired, an application will be made for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used by organizations/businesses located within the district boundaries and for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Buildings in Times of Emergency

Facilities may be opened by authorities for emergency use after hours by the public. District facilities will not be open to the public for emergency use when school is in session.

Church Services

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the Board of Education for review.



**APPENDIX**

**HOLD HARMLESS AGREEMENT**

**PUBLIC LIABILITY INSURANCE:** Lessee covenants and agrees that Lessee will, at Lessee's expense, carry with a responsible insurance company approved by Lessor throughout the term of this lease or use, insurance that will protect and save and keep the Lessor forever harmless and indemnified against, and from any penalties or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and the lessee will at all times protect, indemnify and save, and keep harmless the Lessor against and from any and all losses, costs, damages or expenses arising out of or from any accident or other occurrence on or about said promises, causing injury to any person or property whomsoever or whatsoever and will protect, indemnify and save, and keep harmless the Lessor against and from any and all claims and against and from any and all losses, costs, damages or expenses arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. Such insurance policy or policies shall have a minimum of \$1,000,000 combined single limit. A copy of said insurance shall be delivered to Lessor and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be cancelled without giving at least 30 days prior written members of the School Board, its agents and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately, as the case may be.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

**ACCEPTANCE OF TERMS**

1. The undersigned has carefully reviewed the Guidelines for Use of School Facilities, which accompanies the Application for Use, and agrees to its terms.
2. Please note that a deposit will be required if it is determined to be in the best interest of Piedmont Public Schools.
3. In the event of a conflict with a school-sponsored activity, the District will provide notice to your organization if cancellation becomes necessary unless extenuating circumstances preclude that notification.
4. Violating the District’s facility use policy may result in termination of your contract. See “Responsibilities of Applicant”.
5. The organization is required to reimburse Piedmont Public Schools for all damages.

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Representative (print name): \_\_\_\_\_

Organization Representative (signature): \_\_\_\_\_

Organization Representative Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Faculty Member (print name): \_\_\_\_\_

Faculty Member (signature): \_\_\_\_\_

Faculty Member Cell Phone Number: \_\_\_\_\_

The following documents must be submitted with your application before your rental, date(s) will be confirmed:

- Certificate of Insurance, naming Piedmont Public Schools as additional insured
- Signed Hold Harmless Agreement
- For non-profit groups, proof of tax-exempt status

**FACILITIES RENTAL APPLICATION/AGREEMENT**

Instructions: The sponsor requesting the use of any Piedmont Public Schools facility should complete this application well in advance of the event. A complete itinerary, along with any special information, should accompany this application.

Application Date: \_\_\_\_\_

Event Description:

\_\_\_\_\_  
\_\_\_\_\_

Facility Requested: \_\_\_\_\_

Renting Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please provide dates and times for requested event:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please provide the name and contact number for anyone serving as an event supervisor. Gym rental requests will not be approved without a Piedmont Public Schools employee serving as a supervisor.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FACILITIES RENTAL APPLICATION/AGREEMENT**

I have read the Piedmont Public Schools policy USE OF SCHOOL FACILITIES and agree to abide by all aspects of said policy.

Organization Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

**FACILITIES AGREEMENT ATTACHMENTS INFORMATION**

- Certificate of Liability Insurance is attached ( )
- Signed Hold Harmless Agreement is attached ( )
- Signed Acceptance of Terms Form is attached ( )
- Proof of Tax-Exempt Status, if applicable, is attached ( )

Name of Representative certified in the use of Automated External Defibrillator:

\_\_\_\_\_

The above information was received and recorded by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVAL**

Director of Athletics/Activities or Designee \_\_\_\_\_

Date \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

**Make checks payable to Piedmont Public Schools**