

## Facility Use Policy

In order to assure the systematic and organized use of facilities, the district administration shall prepare and administer guidelines and procedures for the use of district facilities. Such guidelines and procedures shall include, but not necessarily be limited to:



1. An orderly process for the utilization of district facilities by community groups
2. Establishment of provisions for the control and protection of district facilities
3. Rules and regulations that may require fees to reimburse the district for personnel, administrative, utility and other costs related to facility use by community groups
4. Guidelines and procedures for facility use shall be made readily available to the public

***The Board of Education, through the Superintendent or his/her designee reserves the right to approve or reject any request for use of district facilities. Individuals, groups or organizations which advance any doctrine or theory which is subversive to the constitution or laws of the State of Kansas or the United States will be denied the use of district facilities.***

- Use of district facilities for school-related instructional programs and activities have first priority in facility use
- Second priority will be for other district-sponsored activities
- Third priority will be district youth activities
- Other community group requests will be approved on a space available basis with commercial use having the lowest priority

**No continuing use will be approved for a period in excess of the district's current fiscal year. Nothing in this policy may be interpreted to mean the district is obligated to rent or otherwise issue a rental/use agreement regardless of the availability of the facility. No requests will be approved more than four (4) months in advance of the date of use.**

- The lessee is responsible for any building equipment lost or damaged, and must provide liability insurance to cover those persons involved in their activities and USD 232
- When any school building or facility is under a rental/use agreement, a school custodian or approved district staff member must be present and costs assessed to the lessee
- **Any persons taking part in activities requested in the rental/use agreement are to be supervised at all times by the adult(s) in charge and requesting the lease. No persons should be permitted in any area of the building other than the area assigned to that group or organization**
- Please leave any area you use as you find it. The lessee must return desks, tables and chairs or other furniture to their original locations
- Only one scheduled building use time will be allowed each week for each organization.
- A reservation fee will be charged according to district policy. Additional charges may also apply according to fee schedule
- Lessee must adhere to all general regulations outlined in the **District's Facility Use Policy**.

**Category A - District Youth:** (Includes scouts, and local youth leagues) School curricular programs and school-sponsored programs comprised of not less than 75% of district youth, should be permitted use of district facilities without payment of a rental fee. Additional charges for custodial and other personnel may be assessed if such personnel's normal work schedule is altered (overtime) due to the activity.

**Category B - Non-commercial Youth:** (Youth activities where supervisors may receive payment for their work) Activities for youth through grade 12, sponsored by non-commercial organizations, should be permitted to rent the facilities of the district. Additional charges for custodial and other personnel may be assessed if such personnel's normal work schedule is altered (overtime) due to the activity.

**Category C - Non-commercial Adult:** (Churches, government meetings, homeowners' groups) Non-commercial organizations or community groups sponsoring meetings or activities for adults should be permitted to rent the facilities of the district. Additional charges for custodial and other personnel may be assessed if such personnel's normal work schedule is altered (overtime) due to the activity.

**Category D - Commercial:** Commercial users, private users, or non-community users may rent the facilities when such use is compatible with school activities or policies. Commercial users will pay all rental fees and other personnel costs.

**\*All facility use requests are subject to building approval. Requests will also be approved by the Activities Director\***