

Section: School-Community Relations  
Title: Community Use of District Facilities  
Number: KG-AP1  
Adopted: June 5, 1990  
Revised: May 23, 2024

The following procedure shall govern the use of school facilities in the Park Hill School District in accordance with policy KG.

**Use by Groups**

District administration shall maintain an annual school district calendar of educational and activity events and provide an orderly procedure for scheduling the use of district facilities to meet all educational and community requirements.

The district establishes the following priority for use of facilities:

***District-Sponsored Organizations***

Group 1. All district-sponsored organizations, including school curricular groups, student activities, athletics, district management services, and community education services, *unless* using the facility for a fundraising activity (in which case Group 2 applies).

***District-Affiliated Organizations***

Group 2. All district-affiliated organizations, such as Park Hill School District PTA, School PTA, Booster Clubs, teacher/ employee associations, Park Hill Education Foundation, and other autonomous groups existing wholly to support Park Hill School District or district students, and any district-sponsored organizations using a facility for a fundraising activity.

***Non-District-Related Organizations***

Group 3. Governmental Units, in-district youth organizations (90% Park Hill School District students), in-district charitable functions.

Group 4. In-district non-school sponsored education classes, in-district not-for-profit organizations and community groups.

Group 5. For-profit organizations and enterprises (whether in-district or out), all out-of-District groups or organizations.

"In-District" status is obtained by the group or organization via:

1. Ownership of real property within the district by the group or organization; or

2. Rental of real property, other than district property within the district, by the group or organization; or
3. The group or organization regularly meets within the district at a site other than district property.

"In-district youth organizations" are defined as youth groups whose members are 90% or more school-aged district residents. Official rosters including names and address of participants are required to document all in-district youth organizations.

A "not-for-profit" organization is defined as any organization with a 501(c)(3) status, as that term is defined by the Internal Revenue Code, and any civic or other organization whose primary purpose is other than making a profit.

### **Annual Scheduling Calendar**

A calendar of school events (curricular or activities) shall be established in each building and communicated to the district facilities scheduling office at an annual meeting held in May for the upcoming school year. The facilities schedule calendar operates from July 1 through June 30 each year. Facilities may not be scheduled for more than one school year at a time.

School facilities requests must be made through the district website and submitted to the district administrator responsible for facility scheduling at least two weeks in advance. All school activities should be scheduled before August 15 each year. Non-school related organizations may request use of facilities on a first-received basis beginning July 1<sup>st</sup> of each year. Confirmations of such requests will be sent after August 15<sup>th</sup>.

### **General Guidelines**

The following list of general usage guidelines are to be adhered to by all groups and enforced by district administration. Additional regulations governing the use of buildings may be made by the director of operations or designee.

1. Unless special arrangements are made, it is expected that facilities will not be used later than 10:00 p.m.
2. No district facilities shall be open to community usage without the presence of a school custodian or other designated school employee.
3. No kitchen or cafeteria equipment is to be used unless a cafeteria employee is in attendance during the period of such use or with consent for use of equipment from the Director of Nutrition Services.
4. The use, possession, or sale of alcoholic beverages, illegal drugs, fireworks, explosives, or weapons is prohibited. Persons under the influence of alcohol or illegal drugs are not permitted on district property. The district prohibits the possession, use, and distribution of marijuana on district property by any person even if the person has a valid, Missouri-issued medical marijuana card.
5. Tobacco use is prohibited on any Park Hill School District property.

6. All paper and decorations used in decorating the building shall be flame proof or must receive prior approval.
7. Nails, screws, or tape shall not be used for fastening decorations to any part of the building without prior approval.
8. Use of lighted flames or candles will not be permitted.
9. Facilities will be inspected for damage after each use. Fees for repair of damages to district facilities may be charged to the group using the facility when the damage occurred.
10. Any group failing to make payment of the fees when billed may be required to pay the balance and rental fee in advance for future usage.
11. Indoor school facilities will be unavailable from the last day of school through the first week of school due to summer maintenance.

Non-school related organizations (Groups 3, 4 and 5) that use facilities, in addition to the general guidelines, will follow these special requirements for use of school facilities:

1. Provide the school with a written statement of purpose and the organization's state registered non-profit or corporate number.
2. Provide a certificate of liability insurance for at least \$1,000,000 listing Park Hill School District as an additional insured.

If any of the general guidelines of this procedure are violated by an individual or group using the buildings, rights for future usage may be forfeited.

### **Use of Auditoriums**

The use of the high school auditoriums shall be restricted to cultural events, educational assemblies, and recognition presentations. Use of the auditoriums must be scheduled at least fourteen days in advance, and the user must provide the district with a detailed description of the activity and school support services needed. Arrangements will be made with the technical support supervisor for sound system and lighting. Basic responsibility for the auditoriums will be with the high school principals and delegated to the two instructors that serve as drama and technical service sponsors. All activities in the auditorium will be supported by trained technical service club members under the supervision of a sponsor.

If any of the above General Guidelines are violated by an individual or group using the buildings, rights for future usage may be forfeited.

### **Fee Schedule**

Fees will be charged to groups (as defined in this procedure) based on the following table:

<b>Group</b>	<b>Facility Usage Charges (Operating Hours)</b>	<b>After hour Utility Charges</b>	<b>Extended Staff Hourly Charges</b>	<b>Other Operating Charges*</b>
<i>District-Sponsored Organizations</i>				
<b>Group 1</b>	No	No	No	No
<i>District-Affiliated Organizations</i>				
<b>Group 2</b>	No	No	Yes	Yes
<i>All Non-school Related Organizations</i>				
<b>Group 3</b>	No*	Yes	Yes	Yes
<b>Group 4</b>	Yes	Yes	Yes	Yes
<b>Group 5</b>	Yes	Yes	Yes	Yes

\* Facility charge may be applied to usage of auditoriums, computer labs and selected outdoor facilities.

### **School Charges**

The following charges will apply for all non-school related groups. These charges are based on four hour increments; an additional charge will be incurred for use beyond the four-hours. (Unless special arrangements are made, facilities will not be used later than 10:00 p.m.)

<b>School/Area</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>
<b>Elementary School</b>			
<b>Day School</b>			
<b>Early Childhood Education Center</b>			
Classroom	\$0	\$32	\$57
Media Center	\$0	\$44	\$76
Kitchen	\$0	\$44	\$76
Multi-Purpose Room / Cafeteria	\$0	\$44	\$76
Gymnasium	\$0	\$57	\$107
GFEEC lower level large meeting room	\$0	\$137	\$214
<b>Middle School</b>			
Classroom	\$0	\$32	\$57
Media Center	\$0	\$50	\$101
Kitchen	\$0	\$50	\$101
Multi-Purpose Room / Cafeteria	\$0	\$50	\$101
Gymnasium	\$0	\$57	\$107
<b>High School</b>			
Classroom	\$0	\$32	\$57

<b>School/Area</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>
Media Center	\$0	\$50	\$101
Kitchen	\$0	\$50	\$101
Multi-Purpose Room / Cafeteria	\$0	\$50	\$101
Gymnasium	\$0	\$82	\$139
Auditorium	\$126	\$252	\$378
<b>District Office</b>			
Classroom	\$0	\$68	\$107
Conference Room ( <i>i.e.</i> Board Room, room 230)	\$0	\$137	\$214

### **Computer Lab Charges**

Computer Lab fees include up to 24 desktop computers plus one teacher station. Rental fee is \$9.45 per hour per computer plus the classroom fee above.

### **Outdoor Facilities**

Field keys require a \$150 deposit, which will be forfeited for lost keys or keys not returned within one week after the last scheduled practice. Scoreboard controllers require a \$500 deposit which will be forfeited if not returned within one week after last scheduled game or if damage to the controller occurs.

<b>FACILITY</b>	<b>GROUP 3</b>	<b>GROUP 4</b>	<b>GROUP 5</b>
Football Stadium (Extended staff hourly charges will apply)	\$315 for 4 hours	\$525 for 4 hours	\$788 for 4 hours
Soccer Stadium (Extended staff hourly charges will apply)	\$315 for 4 hours	\$525 for 4 hours	\$788 for 4 hours
District Tracks (Extended staff hourly charges will apply)	\$0	\$15.75 per hour	\$31.50 per hour
PHHS Practice Football Field (Extended staff hourly charges will apply)	\$31.50 for 2 hours	\$63 For 2 hours	\$126 For 2 hours
PHHS Varsity Baseball Field (Must be age appropriate and use high school base and pitching distances; No restrooms available)	\$105 for 2 hours	\$105 for 2 hours	\$788 for 4 hours
PHHS Varsity Softball Field-Field Turf (Must be age appropriate and use high school base and pitching distances; Extended staff hourly charges will apply)	\$105 for 2 hours	\$105 for 2 hours	\$788 for 4 hours

PHHS Soccer Practice Field – Turf (2 hour minimum; Extended staff hourly charges will apply; Lights available for utilities charge)	\$105 for 2 hours	\$105 for 2 hours	\$210 for 2 hours
PHS Football Practice Field-Turf (2-hour minimum; Extended staff hourly charges will apply)	\$105 for 2 hours	\$105 for 2 hours	\$210 for 2 hours
PHS Varsity Baseball Field (Must be age appropriate and use high school base and pitching distances; Extended staff hourly charges will apply)	\$105 for 2 hours	\$105 for 2 hours	\$788 for 4 hours
PHS Varsity Softball Field (Must be age appropriate and use high school base and pitching distances; Extended staff hourly charges will apply)	\$105 for 2 hours	\$105 for 2 hours	\$788 for 4 hours
PHS Soccer Practice Field (Extended staff hourly charges will apply)	\$31.50	\$63 for 2 hours	\$126 for 2 hours
PHS Tennis Courts (Extended staff hourly charges will apply)	\$0	\$15.75 per hour	\$31.50 per hour
MS Football Field (No restrooms available)	\$31.50 for 2 hours	\$63 for 2 hours	\$126 for 2 hours
Elementary Field-Turf (No restrooms available)	\$31.50 for 2 hours	\$63 For 2 hours	\$126 For 2 hours
Multi-Purpose Fields (No restrooms available)	\$0	\$31.50 per 2 hours	\$63 for 2 hours
Non-Field Ground Use (No restrooms available)	\$0	\$10.50 per hour	\$15.75 per hour

### ***Park Hill Aquatic Center***

The Park Hill Aquatic Center (PHAC) is available for use from 7:00pm to 9:00pm on Friday or Saturday only at the following rates:

<b>Friday or Saturday 7-9pm</b>	<b>Groups 1 &amp; 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>
<b>0-50 Participants</b>	\$75/hour	\$75/hour	\$100/hour	\$133/hour
<b>50-100 Participants</b>	\$85/hour	\$85hour	\$113/hour	\$150/hour
<b>100-150 Participants</b>	\$95/hour	\$95/hour	\$127/hour	\$169/hour
<b>150-200 Participants</b>	\$105/hour	\$105/hour	\$140/hour	\$186/hour

\*Rates are based upon lifeguard staffing according to American Red Cross lifeguard-to-swimmer ratio recommendation.

\*\* \$25 deposit due 14 days prior to reservation.

\*\*\*Additional optional charges include: \$20 viewing room/table rental fee, \$10 snack bar fee.

### ***After Hour Utility Charges***

After hour utility fees are charged to Groups 3, 4 and 5 to offset district utility costs for usage of district facilities outside normal hours. These fees include usage of utilities such as electricity, water, sewer and gas. For the purposes of this section, “after hour utilities” are based upon setback hours as defined in the district’s Energy Management program. All after-hours utility charges will be waived if the group opts out of heating and cooling during their scheduled facility use.

After hours utility charges are as follows:

Elementary Schools	\$8.90 per hour
Middle Schools	\$15.25 per hour
High Schools	\$20.30 per hour

### ***Extended Staff Hourly Charges***

Extended staff hourly charges are applied in the case of work required outside the normal scheduled hours for each employee group. Extended staff hourly charges will be based on the average hourly wage and average hourly overtime rate for each work group as calculated on July 1 of each calendar year. Work groups include, but are not limited to:

1. Custodial
2. Grounds
3. Maintenance
4. Kitchen
5. Technician

Additional charges, such as overtime, may apply if work is done after normal operating hours, weekends and/or holidays in compliance with the custodial and classified negotiated work agreements.

The Extended Staff Hourly Charges will be four hours minimum for Saturday, Sunday and holidays. These charges include custodial work for setting-up and taking down chairs, cleaning before and/or after the activity and any other preparation.

### ***Other Operating Charges***

Other operating charges that may be applied include, but are not limited to, charges for excessive or unusual setup (including painting of fields), labor, materials, administrative time, and technology, audio visual, safety, and utilities requirements. Rates will be calculated based upon actual costs to the district to provide the services.