

KG Use of School Facilities by Community Groups (See DFG and JH) KG

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school - sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co - curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee {shall/may} be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved: 9/97; 12/14; 12/20

KASB Recommendation – 3/00; 4/07; 6/14; 5/20

Proposed rules: This is a “Starter Kit” which must be customized to meet local needs. Remove from policy and file with the clerk after board approval.

Facility Use Rules

Use of school facilities or school grounds by community groups may be allowed by the board on a temporary basis. The following fees are for use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent.

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, unprescribed controlled substances or alcoholic beverages is not allowed in the facility, either by the individual, the group or other participants.

Payment for the use of a facility is to be made in advance. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.

This policy shall be administered by the superintendent, or the superintendent’s authorized designee, and the superintendent’s decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board.

Procedure for Figuring Charges (*Example Only*)

The USD 439 Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district students.

The district’s schedule for facility use charges is altered to reflect the amount to be recovered from similar groups for the use of school facilities.

(Private Organizations and Businesses - 100% of Fee)

These organizations and businesses are identified as follows:

- 1) The primary goal of the business/organization is profit making; or
- 2) Charges are made by the business/organization when a school facility is used and the receipts are placed in the business/organization account for use generally by the business/organization; or
- 3) The business/organization is a nonprofit type of organization with the major financial support derived generally from a specific group of people through donations and/or freewill offerings.

Examples of businesses/organizations in this group are: dance studios and dance groups; radio-television entertainment; automobile displays; churches and other religious organizations; businesses; nonschool sport events, etc.

(Civic Organizations - 60% of Fee)

These organizations are identified as follows:

- 1) The group generally operates within the community and is adult-oriented;
- 2) The group is easily recognized as a civic organization and functions in many different communities;
- 3) The group operates on a State, Regional and/or National Charter which specifically states service to the community as one of the organization requirements; or
- 4) The group is a local organization that receives its funding from donations and/or receives tax money from some governmental agencies.

Examples of organizations in this group are: Lions Club; Rotary Club; Kiwanis Club; V.F.W.; American Legion; Elks Club; Chamber of Commerce, etc.

(USD 439 Supporting Organizations - 40% of Fee)

These organizations are identified as follows:

- 1) The group sponsors events directly involving USD 439 students and/or, in a broad sense, former students; is a type which provides future positive assistance to USD 439 student events and is nonschool supervised; or
- 2) The group may derive income from the events, and shall return substantial income to the community through scholarships and other similar projects to USD 439 students; or
- 3) The group provides a broad base program of student self-improvement in moral judgment, home and community life, poise and self-control and the family as an American way of life; or
- 4) The group has a track record of promoting a positive image of the community, the young people of the area and aid to education in the district.

Examples of these organizations are: Junior Miss Scholarship Program; Miss Kansas Pageant; Alumni Association; Vo-Tech.; Arts Councils; etc.

(Community Improvement and Student Assistance Organizations - No Charge)

These organizations are identified as follows:

- 1) The groups providing services to the county or city population at little or no cost that are difficult to obtain elsewhere or are military and/or governmental in nature; or
- 2) The group generally operates as a not-for-profit group; or
- 3) The group provides an opportunity for a better understanding of the arts through displays and presentations and may be governmental in nature; or
- 4) The group provides needed assistance to the community in times of disaster and is a nonprofit or governmental type of organization; or
- 5) The group organizes when necessary to supply a service to education in general or specifically to students.

Examples of these organizations are: City/County Recreation; Military Band; Swim Team; Parents of Seniors for School Purposes; Kansas National Guard; Kansas Kids Wrestling Program; Community Playhouse; occasional usage by 4-H, Boy Scouts and Girl Scouts; etc.

Approved:

KASB Recommendation – 2/00; 4/07; 5/20

USD 439

SCHEDULE OF RATES FOR FACILITY USE

Building/Area

Rate of Charge

High School:

Fieldhouse when no admission is charged	\$
Fieldhouse when admission is charged	
Gym when no admission is charged	
Gym when admission is charged	
Auditorium when no admission is charged	
Auditorium when admission is charged	
Cafeteria without kitchen equipment	
Cafeteria with kitchen equipment*	

Junior High School:

Gym when no admission is charged	
Gym when admission is charged	

Elementary:

Gym (Central) when no admission is charged	
Multi-purpose when no admission is charged	
Multi-purpose when admission is charged	

Use of Any Classroom (per classroom)

When no admission is charged	
When admission is charged	

All charges are based on a per day charge. Use of facilities for four (4) hours or less will be charged one-half (1/2) of the daily rate. The charges include the time for one (1) custodian. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on \$_____ per hour for such additional employee.

*When kitchen equipment is used, a school cook must be present.

USD 439, Sedgwick, Kansas

SCHOOL FACILITY USE PERMIT [Sample Only]

This permit authorizes the use of the school facilities as listed. The person to whom this permit is issued agrees to accept responsibility for the care of the facility and the compliance with school board policy covering facility use by nonschool groups. (Policy KG)

Person to Whom Issued: _____

Address: _____ Telephone No. _____

Group or Organization Represented: _____

Purpose of Meeting: _____

Specific Facility/Room(s) Needed: _____

Date(s) of Use: _____

Building Needed: _____

Start Time: _____ End Time: _____

Room(s) Needed: _____ Start Time: _____ End Time: _____

Equipment/Services Needed: _____

(only those services/equipment/facilities listed will be provided.)

Insurance and Other Special District Requirements for Use: _____

Use Charge for Services/Facilities Listed: _____

Date and Amount Paid: _____

Principal's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

This form must be signed by the person to whom it is issued and presented by that person to the custodian on the date(s) shown. Please read all the provisions and guidelines related to this agreement.

I have read the Building Use Agreement and Guidelines and I agree that I will be responsible to see that there is full compliance with them.

- 1st copy: Requester's copy
- 2nd copy: Building Principal
- 3rd copy: Clerk of the Board

Signature: _____ Date: _____

Group Representative

Policy KG Guidelines

School Sponsored?	Request from...	USD 439 Students	Rental Fee	Insurance Required
Yes	School Employee	USD 439 students	No	No
No	School Employee	Minimum of one USD 439 student involved	No	Yes
No	Non-school employee	Minimum of one USD 439 student involved	No	Yes
No	Non-school employee	No USD 439 students involved	Yes	Yes

Currently covered by USD 439 Insurance - per Conrade Insurance response on 3/7/24

- SHS Alumni Association – organization supports the school and would be covered, no additional insurance required.
- Monthly Cardinal Collective meetings and student events – organization supports the school and would be covered, no additional insurance required.

Additional Guidelines

- If a rental fee is required, then insurance is also
- Trash and clean up are the responsibility of the individual or group using the facilities or grounds.
- Use of exterior field lights for night events requires reimbursement for utilities.
- USD 439 reserves the right to assess additional fees up to is \$25/hour for facility or ground use if no school employee is required for setup or tear down or up to \$50/hour for facility or ground use if a school employee is required for setup or tear down.

Approved April 2024