

Jefferson School District 14J

Code: KG-AR
Revised/Reviewed: 4/13/16; 7/18/22; 3/13/23;
5/08/23
Orig. Code: KG-AR

Community Use of District Facilities

1. The administrator will develop rules for the use of school buildings and other facilities in such a way that the programs of the district receive first priority.
2. The administrator shall develop plans to provide staff supervision for the use of facilities and equipment as needed to implement Board policy.
3. The administrator shall develop forms for record keeping and shall annually advise the Board of the public use of district facilities.
4. The use of school facilities by organizations developed for the instruction of students or the well-being of the community shall be given priority.
5. No school building shall be used, other than for school purposes, without the consent of the Superintendent.
6. Pursuant to Board policy KGC /GBK- Prohibited Use, Distribution or Sale of Tobacco Products, the use of tobacco in any form is prohibited in or on all school properties.
7. The use or possession of alcohol or chemical substances in any form is prohibited in or on all school properties.
8. A certificate of insurance may be required of any individual or group making application for facility use.

Procedures

1. Community members shall be permitted to use school facilities when such use will not interfere with school programs and when such use is within the established policies and procedures of the district.
2. Facilities such as tennis courts, track, athletic fields and playgrounds may be used by individuals for their designed purpose without prior approval. This privilege may be restricted and/or withheld from any individual if it is abused. Organized groups must obtain prior approval to use these facilities.
3. Buildings and/or equipment may be used after approval has been granted in accordance with policy and procedures.
4. Authority for granting use of school buildings and facilities shall be as follows:
 - a. Authority to grant approval for the use of school buildings and/or facilities for political and/or religious activities rests with the Board;

- b. Authority to grant approval for the use of school buildings and/or facilities for activities not restricted to Board decision (Section A) rests with the administration. The administration shall develop a procedure for granting such approval. Administrative procedures, and consideration of requests, will be based on, but not necessarily limited to, the following guidelines:
- (1) A responsible person is in charge of the activity;
 - (2) Adequate supervision is provided by the group or, if needed, school personnel are available for supervision;
 - (3) Adequate security will be maintained;
 - (4) Proper clean-up arrangements have been made with the administration;
 - (5) Arrangements have been made for other details which would help assure satisfactory use of the buildings and/or facilities.
 - (6) The total number of anticipated participants is noted on the application form.
5. School equipment may be loaned to responsible community members for a worthy educational, civic or charitable purpose, when:
- a. The person or group agrees to accept full responsibility for repair or replacement of equipment should it become damaged or lost;
 - b. The equipment is not unusually expensive or subject to damage;
 - c. The equipment is in good, operable condition;
 - d. A competent operator of the equipment is provided by either the person or group, or by the district if the administration so determines.
6. Fees covering reasonable costs will be charged to all groups and organizations for the use of buildings and facilities, regardless of purpose, based on the following fee schedule. The fee schedule may be revised independent of this policy.
- | | | |
|----|---|----------------------|
| a. | JSD Event Center - gym | \$50 |
| b. | JSD Event Center – cafeteria (no kitchen) | \$50 per hour |
| c. | JSD Event Center – cafeteria & kitchen | \$75 per hour |
| d. | Amphitheatre/Park – parking included | \$100 ½ day, 4 hours |
| e. | Amphitheatre/Park – parking included | \$200 1 day, 8 hours |
| f. | District Office - parking Lot | \$50 ½ day, 4 hours |
| g. | District Office - parking Lot | \$100 1 day, 8 hours |
| h. | Gym, multi-purpose room and/or cafeteria | \$50 per hour |
| i. | Classroom (per classroom, per use) | \$30 |
| j. | 8 ft. Table (each) | \$12 per day |
| k. | Chair (each) | \$2 per day |
| l. | Disc Golf | \$20 per hour |
7. Individuals may request a waiver of the above fees by submitting a written request to the superintendent. Such request will state the reason for the waiver and provide any other pertinent information, including the anticipated number of participants. The superintendent may approve or deny any such request.

A \$100 deposit may be required of any individual or group using the facilities if building rental fees have been waived by the administration. This deposit will be returned if the terms of the use are met.

8. Incidental Fees:
 - a. All groups using the JSD Event Center, gym, multi-purpose room and/or cafeteria will pay a non-waiverable \$50 charge to cover utilities, paper products, etc., for the first day of use and \$25 for each day thereafter.
 - b. All groups using a classroom will pay a non-waiverable \$25 charge per classroom for utilities, paper products, etc., for the first day of use and \$15 for each day thereafter.
9. All fees (facility rental, deposit, and incidental fees) must be paid a minimum of two weeks prior to the activity or use. The fees will be based on the number of hours of use shown on the application, which will include time for the renter to clean the facility at the conclusion of the activity. The renter will observe the hours stated on the request form.
10. The district encourages community use of all facilities. The following guidelines will be used:
 - a. No program will be allowed that will conflict with any of the regular or extra-curricular programs of the school.
 - b. No activity will be scheduled before school hours.
 - c. In the case of a conflict in use, school activities will be given priority. Cancellations will be made as early as possible.
 - d. All requests for building use must be made in writing on the appropriate form and submitted to the district office;
 - e. Community partners (with approval from the superintendent) will receive up to a 50% discount on rental fees.

Application for Use of School Buildings and/or Facilities

Request Date: _____ Date of Use: _____

From: _____ am/pm)
) Please allow adequate time for set-up and clean-up.

To: _____ am/pm)

Group/Organization/Activity: _____

Location and Building Requested (Note: Does not include use of any equipment or any other portion of the facility except as listed): _____

Special Equipment or Set-up Needed: _____

Individual Responsible for the Activity: _____

Telephone: (work) _____ (home) _____

E-mail Address: _____

Mailing Address: _____

Alternate Contact Person: _____ Telephone _____

Describe the Activity: _____

Approximate Number of People Expected: _____

General clean-up is to be completed by the group using the facility, district liability insurance does not cover your group's activity.

At no time will alcohol, drugs or tobacco of any kind be permitted on school property.

All fees must be paid two weeks prior to the time the activity is scheduled to take place. The fees will be based on the hours of use shown on the application, including time for the renter to clean the facility at the end of the activity, and the requested custodial and kitchen staff hours. The renter will observe the hours stated on the request form. If the fees are not paid in advance, the renter will not be permitted entry into the facility.

Renter Agreement

I agree to be responsible for the conduct of the people in and about the building and for any damage which may occur to school property due to our occupancy thereof.

I further agree that the school property will be used in accordance with district policy and procedures, and that students and guests will be supervised at all times.

I further agree to the following: The users shall hold harmless from any claim, loss or liability arising out of or related to any activity of the user on the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or part by the district. The users shall indemnify the district for any damage to school property occurring during the use thereof by the user, whether or not the user is responsible.

Renter Signature: _____ Date: _____

Printed Name: _____

District Use Only

Approval

Superintendent: _____ Date: _____

Fees

Total Due (A minimum of 2 weeks prior to the activity): _____

Deposit Paid: _____ Certificate of Insurance Provided: _____

Incidental Fees Paid: _____ Total Fees Paid: _____

On Building Calendar: _____

Classrooms to be used: _____

Teachers notified: _____

Librarian notified if Library is being used: _____

Damage Assessment

There was no damage to the facility: _____ Checked by _____

The following damage was noted: _____