

KAFB-R: Gym & Kitchen Use Regulations

Introduction-Board Policy KAH-A authorizes the superintendent to establish regulations for Gym/Kitchen use by school and non-school groups or organizations.

1. Use of the facilities must be approved by the superintendent and placed on the master calendar to help prevent scheduling conflicts.
 - A. All school sponsored activities have priority in scheduling over non-school group use. However, if the date is open on the master schedule at the time the superintendent is contacted, the non-school group will be assured of having the date and times the superintendent had reserved for them except where the superintendent may feel an overlooked school need is of overriding importance for students.
 - B. The individual contacting the superintendent to schedule gym and/or kitchen must be able to clearly identify who will be responsible or assist with supervision, clean-up and payment for use and/or lost or damaged items. The contact person must specify starting and ending time.
2. Kitchen use does not include use of utensils, pots and pans, automatic dishwasher, freezer or tilt skillet. It does allow use of the stove, refrigerator, sink and countertops. Groups should bring their own electric fry pans or crock pots for making hot dogs or slush burgers and their own coffee pots for coffee. We allow for use of cafeteria tables. Garbage bags from kitchen trash cans should be removed at the end of each day or when full to avoid bad odors, spillage, and flies from becoming a problem. No grease should be allowed to be emptied into the sinks.
3. Gym Use- School personnel will need to be present to disarm the alarm system, raise or lower side basketball backboards, extend or retract bleachers and set up the score board control panels. Gym use does not include use of balls, referee shirts or whistles. Crews who attempt to clean the gym after an event must not apply water to the wooden floor. A damp rag or mop should be used to take care of spills or marks. Tape must not be used on the gym floor as this can seriously damage the finish.
4. Bathrooms, locker rooms, lobbies and halls- During all non-school group use the main halls of the high school and middle school will be closed. Bathrooms will be available and school personnel shall ensure that adequate toilet paper is in each stall and that lights and water are in working order. The group using the facilities should flush the stools and urinals at the end of each day to help prevent bad buildup overnight. Also, trash can should be emptied at the end of the day and stalls checked to make sure they haven't been left locked from the inside.
5. Supervision- Adult supervision needs to be provided for the lobby, kitchen and gym by the group using the facilities. Lobby supervision should ensure no unnecessary marks, spills or damages and prevent horseplay. Supervision of the kitchen must ensure spills are promptly mopped up to prevent slippery areas causing accidents or tracking of spilled juices, pop, etc. from being tracked around making the floors into a sticky mess. No grease is to be allowed to be emptied down the sinks. The adult supervision provided by the groups using the school

is expected to prevent use of non-allowable items and to report any violations to the rules on alcohol, smoking, etc. to the administration.

6. School administrator On Duty Responsibilities—Besides opening up and locking up must include:
 - A. A \$300 deposit will be collected one day prior to the start of the event. Any unused amount will be refunded to the non-school group three days after the event is completed.
 - B. Collecting a check or cash for the \$20 per hour fee from the group over the \$300 deposited amount.
 - C. Must be available to the group in case the designee needs to call him/her for help with plumbing problems, injuries or accidents, electrical problems or other emergencies.
 - D. Determine the condition of the facility at the end of the event to see if added custodial help will be needed to make the facility ready for next uses.

It should be noted that if the non-school group using the facility fails to take proper care of the facility or fails to pay the district administrator the \$20 per hour fee and for any damages, the group may not be allowed to schedule use of the facility again in the future.

Legal Ref: NDCC 15.1-06-14 Use of school building for other than school