Shawnee Mission School District
Board Policy KG
Use of School Facilities by Community Groups

I. GENERAL PROVISIONS

A. Community Purpose

School facilities are provided by taxpayers of the district for the primary purpose of meeting the educational needs of students. School activities shall have first priority for facility use. When school facilities are not in use for school programs, they may be made available at reasonable times and reasonable rates to recognized community organizations whose activities are of general interest to the community and whose use of the school facility is for a community purpose. "Community purpose" includes, but is not necessarily limited to, educational, cultural, political and recreational activities generally open to the public at large.

B. Priority

School-related organizations, such as parent-teacher associations, shall have priority over non-school related organizations. School-age students involved with non-school organizations shall have priority over non-school adult organizations.

C. Approval of Requests

The board delegates to the superintendent and administrative staff the authority and duty to consider and approve or disapprove requests for use of school facilities for non-school use, according to this policy and applicable law.

D. Annual Report to the Board of Education

At least annually, on or before the first day of August of each year, the superintendent shall make a report to the board concerning use of school facilities by non-school groups. That report shall include frequency of facility use, revenue from such usage, estimated actual cost to the district and any recommended changes in board policy or the fee schedule. The approved fee structure will be maintained in the office of facility use.

E. Liability Insurance Required

School facilities are to be rented to recognized organizations and not to individuals or groups of individuals that do not constitute a recognized community organization. Prior to use, an organization approved to rent Shawnee Mission School District facilities must either:

a. provide a certificate of liability insurance in the amount of $1,000,000, or

b. provide a certificate of liability insurance in the amount of $500,000 and demonstrate that said organizations is a "governmental entity" pursuant to K.S.A. § 75-6102.

F. Time of Rental - School-Based Child Care

School facilities shall not be rented to non-school groups before 5:00 p.m. on school days unless it is a school-based child care program or activity. An exception may be made for School-Based Child Care programs which are duly authorized by the board of U.S.D. No. 512 under the provisions of CGB.

G. Alcoholic Beverages/Tobacco

Possession or use of alcoholic beverages and use of tobacco, electronic cigarettes or similar look-alike devices are not permitted on school district property. Violations will cause forfeiture of future use of facilities.

H. Use of Kitchens

Requests for the use of kitchens will be coordinated with the office of facility use and the food service department and the facilities department. Charges will be determined by the food service department depending upon the types and amount of equipment requested.

I. Security Officers

Security officers may be required by the office of facility use. There will be a charge if security officers are needed.

J. Additional Rules

The superintendent or his/her designee is hereby authorized to adopt and enforce additional rules hereunder if necessary to clarify or fulfill the purpose and intent of this policy and to provide for the utmost safety in the use of school facilities.

K. The rental rate is intended to cover additional costs such as utilities and custodial services and not constitute a profit center.

II. DEFINITION OF ELIGIBLE COMMUNITY GROUPS

A. CATEGORY "A"- School-Related Groups

All groups or organizations that are organized primarily for the benefit of the district or whose purpose is that of enhancing the educational process of the district shall be included in this category. Such groups or organizations may be related to the co-curricular activities of specific attendance centers or recognized by the administration as enriching district programs.

Those groups and organizations coming within the definition of category "A" requiring minimum membership fees, and remaining open to public attendance regardless of payment or non-payment of such fees. Such organizations, as an example, may include the parent-teacher associations and booster clubs.

B. CATEGORY "B" - Non School-Related Groups

Groups or organizations that are not school-related, that are not organized primarily for the benefit of the district, and whose primary purpose is other than enhancing the educational purpose and process of the district shall be included in this category. Such groups or organizations shall include:

1. Those groups and organizations requiring membership fees, special fees and/or monthly dues, and which are generally organized for the purpose of offering their participants and spectators certain recreational programs or other programs for community betterment. As an example, such organizations may include the YMCA, homes associations, and church organizations. This category also includes parent-teacher associations and other school-related groups who are requesting use primarily for recreational purposes.

2. Those institutions, agencies, groups or organizations which are supervised by governmental agencies and which derive their general direction and revenue from the tax-paying public. Every use of school facilities by a group in this category must be an activity under the direct supervision and administration of such tax-supported institution or agency.

   Those groups and organizations placed within this category shall be assessed a facilities use fee according to the district's fee structure for school facility use by non-school groups. The district's fee structure for school facility use by non-school groups shall be set annually by the district's administration and reported to the board on or before July 1.

   Those governmental organizations engaged in authorized elections of city, state, county, school and federal jurisdiction shall use the school facilities at no charge.

C. SPECIAL CATEGORY

Any group or organization requesting the use of school facilities and not meeting the definition of any of the aforementioned categories will be assigned in a special, specific category with rental rates assigned by the administrative staff. Rental rates or fees for use of any facility not hereinafter described within the text of this policy will be determined on an individual basis by the administrative staff.

Adoption Date: **May 27, 2015**

FACILITY SCHEDULING PROCEDURE

To schedule use of Shawnee Mission School District Facilities, the procedures listed below should be followed.

1. Obtain and fill out a Facility Usage Request Form. You may obtain this form in the following ways:

    - Online at www.smsd.org
      Select About
      Click on Facility Rental
      Click on Facility Rental Guidelines, Procedures and Request Form packet

    - Via email request sent to:
      gayleogrady@smsd.org

2. Send the completed form to the Shawnee Mission School District Facility Scheduling Office. You may do so by mailing, or emailing the request form.

3. Include a copy of your Certificate of Liability Insurance. The Certificate should list Shawnee Mission School District No. 512 as additional insured and certificate holder.

4. Requests are processed in the order received.

5. Please allow 14 business days for approval. Some events with special needs for set-up or labor assignments may also take additional time.

6. For established groups or organizations who have annually rented SMSD facilities for numerous years, efforts will be made, but not guaranteed, to keep the corresponding dates, times and rental location(s) in effect, as long as the partnership remains in good standing, i.e. no vandalism, all district guidelines are followed, account payment is received by due date, etc.

7. **A 72-hour permit cancellation notice is required.** If that is not provided, the organization may be charged for the rental, including facility fees and labor fees and/or the cancellation fee. This fee will not apply if the cancellation or change is due to inclement weather, or the district finds it necessary to cancel or change a permit.

8. A 72-hour permit amendment notice is required. A processing fee may be assessed for any approved additions or changes requested less than 72 hours prior to the permitted date.

9. Upon approval a reservation confirmation will be emailed.

EXPECTATIONS AND GUIDELINES FOR FACILITY RENTAL

GENERAL GUIDELINES

Renter Expectations

1. If 75% of the leasing organization's participants are not Shawnee Mission residents an event/building supervisor will be required for all events and will be assigned by the Shawnee Mission School District @ $29.00 per hour.

2. If the rental organization has documentation that 75% of participants are Shawnee Mission residents they will provide an on-site supervisor who will remain **on the property** for the duration of the event. The organization supervisor will ensure that all visitors associated with their event will adhere to the following rules:

    - No food or drink (other than water) allowed in the gyms or auditoriums at all times
    - All visitors to the school are to remain in the designated areas and are to stay out of all academic areas or any other locations identified as off limits
    - The organization supervisor will encourage any support staff with them to clean up their areas appropriately upon conclusion of the event

GUIDELINES FOR FACILITY USE

1. All events must be covered by a minimum of $1,000,000 liability insurance naming the Shawnee Mission School District as an additional insured and certificate holder.
2. The permit holder must confine all individuals to the rooms and corridors assigned for the use of the permit and to the permitted times.
3. The permit holder is responsible for the appropriate behavior of his/her group during scheduled events. Adult supervision is required at all times.
4. The permit holder agrees to limit the number or people in attendance to the posted room occupancy of the area being used.
5. The transfer or sublease of any rental agreement for use of District facilities is strictly prohibited.
6. Set-up requests and estimated attendance must be completed on the Facility Usage Request Form.
7. The use of alcoholic beverages, tobacco products, and drugs are not permitted on any Shawnee Mission School District property.
8. District equipment requested, *i.e.*; TV, VCR, DVD, screen, microphone and/or piano is subject to availability and approval from the Principal/Building Administrator. Equipment use must be included in the rental agreement. Additional charges may be applied.
9. All signs or banners advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of, any signs which conflict with other contractual obligations of the District. No advertising allowed on Shawnee Mission School District facilities.

10. The district allows signage for church services to be displayed on site during the time of the service only.
11. Guidelines for tailgating may be obtained from the Office of Student Activities.
12. The District has the sole right to collect and obtain custody of all articles left on the premises after a period of seven (7) days from the last permitted date. The District is not responsible for the property of the permit holder or individuals attending events scheduled by the permit holder.
13. **For kitchen use, please call 913-993-9710** after scheduling use of commons/cafeteria with the Facility Scheduling Office.
14. The District does not discriminate against individuals, including its employees, on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, or disability. It complies with all applicable laws and regulations prohibiting such discrimination and expects the Permit Holder to comply with these laws and regulations as well.
15. All Shawnee Mission School District board of education policies will be enforced.

SPECIFIC TO KITCHENS

1. To ensure safety and proper use, if a group or organization would like to use the kitchen facilities or the kitchen equipment (ovens, warmers, serving line, dishwasher, etc.), a Food Service Department staff member must be present during the use of the kitchen. The cost of the Food Service Staff member will be billed at the event/building supervisor rate. For scheduling and arrangements of the Food Service Staff member, please contact the Food Service Office at 913-993-9710. Please note, if we are unable to provide a staff member for the event, the kitchen facilities will not be available for rental at that time.

SPECIFIC TO SWIMMING POOLS

1. American Red Cross or Boy Scouts of America certified lifeguard must be in attendance at all times. The permit holder is responsible for acquiring lifeguards for their permitted time and must furnish the District with a copy of the lifeguard certification card.
2. All participants must wear proper swimming attire.
3. The permit holder shall provide all kickboards, pull buoys and training devices. The District shall provide lane lines, back stroke flags and starting blocks. Any other equipment must be requested and specifically provided for in the rental agreement.
4. It will be the responsibility of the permit holder to control the entrance to the pool and also notify the custodian on duty or the District's building representative when the permit holder leaves.
5. Food and drink cannot be consumed in the swimming pool.
6. Use of kayaks, canoes or boats in the pool is strictly prohibited.
7. The District reserves the right to schedule other activities or events in other parts of the building or facility not covered by a rental agreement.
8. The permit holder is expected to communicate pool usage guidelines to all participants and to monitor the activities of their group during the permitted event. The custodian on duty should be contacted if any problems arise.

SPECIFIC TO SCOUT MEETINGS AND/OR SPECIAL EVENTS

1. Facility fees will not be charged for regular meetings held within the Shawnee Mission schools. There may be some meetings that are charged labor only based on the determination of the SMSD. Facility fees and labor will be charged for committee meetings or leadership meetings for adult scout leaders.
2. Facility fees and labor will be charged for special events. Examples of special events include (but not limited to) Blue and Gold Banquets, Pinewood Derbies, Thinking Days, and Father/Daughter Dances.
3. Regular meetings will be limited to the use of the commons or activity areas (pods).
4. Rental of an elementary or middle school commons does not include the stage unless specifically requested on the rental agreement.

FACILITY RENTAL CUSTODIAL CHARGES

Custodial charges will be determined by the size and scope of each event as indicated below and are to be paid by leasing organization. The number attending refers to the total number for the day and not per game.

1. 0-250 attending - requires no additional custodial hours - $130.50 cleaning fee
2. 250-500 attending - one additional custodian - $232.00 cleaning fee
3. Over 500 attending - one additional custodian required - $232 cleaning fee

For any events including but not limited to rental of gyms, auditoriums, or pools on a weekend, the renter will be charged a cleaning fee for each day to be determined by the number attending.

CONSEQUENCES FOR VIOLATIONS

The Shawnee Mission school district reserves the right to assign a district supervisor (certified) and security to events if an organization is in violation of facility rental expectations. This supervisor will be paid for by the rental organization as part of the rental agreement.

1. On the first offense for violations of this agreement, the renting organization will be provided details of reported violation and will be given a warning.
2. On the second offense, the renting organization will be provided details of reported violation and will receive a 1- month suspension of access to rental facilities in the district.
3. A third offense that is proven to have occurred will result in a 6-month suspension from access to rental facilities in the district.
4. A fourth offense will result in the organization being permanently barred from renting facilities in the district.

SHAWNEE MISSION SCHOOL DISTRICT FACILITY FEE STRUCTURE
Effective January 1, 2020

BUILDING AREA		HOURLY CHARGE	
CHARGES PER HOUR		**Non-Profit**	**For Profit**
All Classrooms		$ 12.00	$ 24.00
Elementary Cafeteria		$ 15.00	$ 30.00
Elementary Gymnasium		$ 15.00	$ 30.00
Elementary Library		$ 15.00	$ 30.00
Elementary Grass Field		$ 5.00	$ 10.00
Middle School Cafeteria		$ 20.00	$ 40.00
Middle School Gymnasium		$ 20.00	$ 40.00
Middle School Library		$ 20.00	$ 40.00
Middle School Grass Field		$ 5.00	$ 10.00
Middle School Synthetic Turf Field		$ 27.00	$ 54.00
High School Auditorium		$ 40.00	$ 80.00
High School Cafeteria		$ 25.00	$ 50.00
High School Gymnasium		$ 25.00	$ 50.00
High School Little Theater		$ 25.00	$ 50.00
High School Pool		$ 35.00	$ 70.00
High School Computer Lab		$ 25.00	$ 50.00
High School Special Room (Music rooms/library/etc.)		$ 25.00	$ 50.00

OUTDOOR AREAS/STADIUM/TURF RENTAL

CHARGES FOR USAGE		**Non-Profit**	**For Profit**
High School Stadium		$125.00/hr.	$250.00/hr.
Soccer Complex (Westridge)		$125.00/hr.	$250.00/hr.
Scoreboard Operator		$100.00/game	$100.00/game
Stadium Personnel		$36.00/hr.	$36.00/hr.
Tennis Courts (each)		$15.00/hr.	$30.00/hr.
High School Track		$12.00	$24.00
High School Synthetic Turf Fields		$27.00/hr.	$54.00/hr.
Softball Complex		$25.00/hr./field $50.00/hr./field w lights	$50.00/hr. per field $100.00/hr./field w lights

ADDITIONAL FEES/CHARGES PER HOUR		**Non-Profit**	**For Profit**
Building Supervisor		$29.00	$29.00
Custodial Charges		$29.00	$29.00
Auditorium Supervisor		$29.00	$29.00
Light Board Technician		$20.00	$20.00
Sound Board Technician		$20.00	$20.00
Security Guards		$85.00	$85.00

MISCELLANEOUS FEES		**Non-Profit**	**For Profit**
Microphones (each)		$5.00/hr.	$5.00/hr.
Piano – Grand		$80.00/event	$80.00/event
Piano – Upright		$80.00/event	$80.00/event
Musical Instrument		$75.00/event	$75.00/event
Screen/Projector		$5.00/hr.	$5.00/hr.
TV/DVD		$5.00/hr.	$5.00/hr.

FACILITY USAGE REQUEST FORM
Shawnee Mission School District #512

	1st Choice	2nd Choice	3rd Choice
School:			
Room/Field:			
Date(s) / Day:			

Time Range: Begin: End: Begin: End: Begin: End:
(Include set-up/clean-up time)

Group or Organization

Contact Name Daytime Phone

E-mail Address Fax

Address City Zip
(Please note different billing address at bottom of page.)

Activity/Purpose

Estimated Attendance (required) Equipment Requested

Please check "YES" if requesting: Custodian: YES OR NO Security Guard: YES OR NO
(Services may be applied at discretion of District.)

Please check appropriate blank: For-Profit Not-For-Profit Number (if required)

Will the activity require a custodian to set up chairs? YES OR NO Approx. how many?

Will the activity require a custodian to set up tables? YES OR NO Approx. how many?

Will the activity require a custodian to lift or move any object(s) greater than 15 lbs.? YES NO What objects?

Additional set-up requested:

All customers must provide an American Red Cross or Boy Scouts of America certified lifeguard for a pool rental.
Please note: Custodial charges and security will be determined as needed based on the size and scope of each event.

Note: The above named group, person, or organization agrees to indemnify and hold harmless Shawnee Mission School District #512, its officers, agents, servants and employees from any and all liability of whatever kind or nature resulting from damage or injury to any person or property which occurs while such person, group, or organization is occupying or using school facilities or property. The School District may require organizations to provide proof of liability insurance coverage for certain types of high-risk activities held on school property.

Complete and return at least 10 days prior to request date **by Fax (913) 993-6368, email: gayleogrady@smsd.org or mail to:**

Facilities Office - Gayle O'Grady
C/O Shawnee Mission School District #512
8200 W. 71st
Shawnee Mission, KS 66204

The persons shown on this request must sign this form. By your signature, you agree to fully comply with and accept responsibility for the provisions of Board Policy KG, the Expectations and Guidelines for Facility Rental, and all provisions of the Facility Usage Request Form including the above indemnification provision

Date: Signed:

Different Billing Address: