Piper School District USD 203
FACILITY USAGE GUIDELINES

The primary purpose of school facilities is to meet the educational needs of students. Therefore, school activities directly related to this purpose shall have priority when scheduling School District facilities. The Board of Education believes that since the expenditure of public funds has enabled the construction and maintenance of such facilities, they should be used by community groups and agencies.

Therefore, when school facilities are not in use for school activities, 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 community purposes.

To ensure the systematic and organized use of facilities, the School District administration shall prepare and administer guidelines and procedures for the use of School District facilities. Such guidelines and procedures shall include, but not necessarily be limited to:

- An orderly process for utilization of School District facilities by community groups and agencies.
- Establishment of provisions for the control and protection of School District facilities.
- Rules and regulations that may require fees to reimburse the School District for personnel, administrative, utility and other costs related to facility use by community groups and agencies; and
- Guidelines and procedures for facility use shall be made readily available to the public.

It shall be the responsibility of the administration to periodically review of established procedures, guidelines and fee structure and make revisions as necessary. The Board of Education, through the Superintendent of Schools or his/her designee, reserves the right to approve or reject any request for use of School District facilities. All Board of Education policies will be enforced.

Violations of any part of the provisions contained within these guidelines shall be grounds for cancellation of this and/or denial of future Building/Facility Use Permits. Misuse/abuse of School District facilities or failure to make payment for previous use, will result in the immediate cancellation and/or denial of the Building/Facility Use.

FACILITY USAGE ADMINISTRATIVE GUIDELINES

- The educational program and activities of Piper USD 203 students will have first priority in the scheduling and use of facilities.

- The use of any district facility must be in keeping with the general program of education and may not be used for commercial use or for personal or private gain, profit, or promotion unless explicitly authorized by the Superintendent. In such cases, event fees will be determined based on the nature and scope of the event, at the discretion of the district.

- The facilities may not be used for political meetings or promotion other than public forums sponsored by non-partisan organizations.

- Any group/organization using district facilities must agree to assume responsibility for any damage or loss that may occur to the facility. The organization must have a signed rental agreement and certificate of insurance on file. Any damage done to the facility or its contents, or any contents removed from the facility by a member or members of a group using a district facility shall be paid by the group using the facility. The amount shall be determined by school officials or insurance where applicable.

- The individuals requesting use of facilities must be a resident of Piper or an employee of Piper USD 203 and be 21 years of age.

- All users, unless exempted by the Superintendent, will be required to show proof of insurance along with a request for building use. Further, the School District will require a certificate of liability insurance in the amount of $1,000,000.00 with Piper School District as certificate holder and additionally insured.

- School facilities shall not be rented to non-school groups before 6:00 p.m. on school days unless it is a school-based childcare program or activity.

- For event rentals, when multiple organizations use the same space during the same time slot (e.g., football and cheer), the full rental fee does not apply to each group individually. Instead, the rental cost may be split between the groups based on shared use.

- Organizations that provide volunteer personnel to support custodial duties may be eligible for a reduced custodial fee, at the district's discretion and based on the adequacy of the support provided.

- Seasonal rental fees are assessed per time slot, not per team. Multiple teams within the same program may share a slot and split the fee. The district may also apply a 0.5 seasonal fee or prorated rate for significantly limited usage, as long as it does not restrict access for other users.

- Tobacco, alcoholic beverages, weapons, and illegal drugs will not be present or used on the premises.

- The District Office is responsible for the scheduling, overall condition, and facilitation of the use of school facilities in accordance with the framework of Board policies and administrative procedures.

- The future use of school facilities shall be denied to any community group, organization, and/or agency violating board policy, administrative procedures and regulations for use of the school facilities.

NONDISCRIMINATION

All users are subject to laws and regulations, which prohibit discrimination based upon age, sex, national origin, race, color, religion or handicap.

DENIAL OF REQUESTS

In the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond the School District's reasonable control, some or all buildings, grounds and facilities may not be available. In such cases, a specific Building/Facility Use Permit may be canceled at the sole discretion of the School District.

PROCEDURES FOR SCHEDULING USE OF SCHOOL FACILITIES BY COMMUNITY GROUPS, ORGANIZATIONS, AND/OR AGENCIES

Those requesting use of the facilities must complete the Facilities Use Request Form which can be obtained from the district website. The requests will be processed in the order they are received as shown by the date and time stamp. Certificate of Insurance signed rental agreement and payment are due prior to the first day of use.

Seasonal rentals will be scheduled based on a timeline posted on the district website. Requests received prior to 6:00 AM on the scheduled opening day for seasonal requests will not be accepted. Only one person should submit a request for each team.

Confirmation of receipt for all requests will be emailed to the listed contact on the rental request. This only serves to notify the group that their request for a space has been received.

Two attempts to contact the group or organization by email will be made to confirm availability and obtain a signed rental agreement. Failure to respond will result in a group being skipped and moving to the next reservation request.

Summer availability of indoor facilities is prohibited due to maintenance work, school sponsored summer camps and clinics, and limited resources.

FEES

1. **No Rental Fee Assessed: School and District Activities**
    a. Concept: District and School-Sponsored Activities School curricular programs and school-sponsored programs should be permitted use of School District facilities without payment of a rental fee.
    b. Applies to:
        i. Regular curricular programs of the School District.
        ii. School-sponsored student activities and organizations free and open to all participants/spectators approved by the Building Principal.
        iii. School District-sanctioned events ratified by the Board of Education.
        iv. District or School-affiliated organizations whose use is approved by the Superintendent and where no fees are assessed, nor donations requested of participants. Example: PTO/PTA meetings, Booster Club Meetings, other recognized school-related parent group meetings (e.g., Site Council), and recognized school-related community group meetings which could include fundraising entities whose proceeds will benefit the district.
        v. National, state and local governmental elections.
        vi. School District-sanctioned in-service or other offerings free to School District personnel.
        vii. Such use by School District employee groups as may be provided for within specific personnel policies.

2. **Piper Youth Seasonal Fee**
    - **a.** Concept: Activities sponsored within the community whose team roster includes youth participants should be permitted use of School District facilities with a seasonal rental fee. Additional charges for custodial and other personnel may be assessed depending on the activity. To be eligible, youth teams must have at least 75% of their participants residing within the boundaries of the Piper School District. Teams are required to submit a current team roster along with a notarized Affidavit of Team Eligibility verifying participant residency at the time of the request.
    - b. Applies to:
        - i. Community and not-for-profit groups that DO NOT charge a fee for participants, but may assess nominal dues to members, and where such activities are open to the public.
        - ii. Community youth groups where instructors, coaches or supervisors receive NO PAYMENT for their involvement in the activity, and where fees, if any, provide only for direct non-personnel costs, such as nominal fees for materials, rental fees, etc.
        - iii. Examples include: Scout pack/den meetings (not banquets,) and recreational league practices for community groups.
    - c. Rental Provisions:
        - i. Building supervision is provided by the district and included in the seasonal fees. The building supervisor is responsible for overseeing proper use of facilities and not responsible for supervising participants.
        - ii. No food or spectators will be allowed at events rented through the seasonal fees.

3. **Piper Community Non-Profit Event Fee**
    - a. Concept: Non-profit and community organizations sponsoring activities for youth or adults may rent district facilities at the designated rates. Activities may include enrichment programs, recreational events, religious gatherings, educational classes, or meetings. Additional fees for custodial and other personnel may apply if required due to the nature, timing, or size of the event.
    - b. Applies to:
        - i. Competitions for community athletic teams, banquets for community
        - ii. Youth activities such as after-school enrichment programs, summer camps, or YMCA-sponsored programs
        - iii. Religious services and events
        - iv. Community meetings such as those held by homeowner associations or neighborhood watch groups
        - v. Adult recreational groups and community education programs
    - c. Rental Provisions:
    - d. Building supervision is provided by the district and included in the seasonal fees. The building supervisor is responsible for overseeing proper use of facilities and not responsible for supervising participants.

SCHOOL BUILDINGS/FACILITIES RENTAL AGREEMENTS

"Lessor", "School District", shall mean Piper School District USD 203. "Lessee" shall mean any individual, organization, group or entity, including the authorized representative thereof executing the Rental Agreement or who gets the benefit of use of School District facilities as described in the Rental Agreement.

"Rental Agreement" shall mean the Building/Grounds/Facilities/Equipment Rental Agreement/Use Permit. "School District facilities" shall mean all property owned by Piper School District or property over which it has control.

1. Rental Agreement for Use of School District Facilities
    a. All rental agreements for use of facilities will be submitted to the Facilities Scheduler for approval and scheduling.
    b. Rental agreements for School District facilities use shall constitute willingness to comply with all rules and regulations regarding the use of School District facilities as prescribed by the Board of Education. The lessee must exercise the utmost care in the use of the school premises and agrees to protect, indemnify, and hold harmless the Piper School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the rental agreement. In the event of damage to School District property or facilities, lessee shall accept the estimate of the amount of damage, as estimated by the School District's building and grounds department and shall pay for such repair or replacement costs.
    c. There must be adequate adult supervision for all participants during usage. The lessee may be required to provide proof of adequate adult supervision to satisfy fire and safety regulations. Lessee shall be responsible for the conduct and control of all participants and/or spectators involved in the Rental Agreement activity.
    d. The Facility Scheduler will compute applicable fees and process the rental agreement. Copies of the rental agreement will be sent to the applicant and appropriate district personnel.
    e. The transfer or sublease of any rental agreement for use of School District facilities is strictly prohibited.

2. General Regulations Concerning Use of School District Facilities
    a. Preschool through grade 12 school-related instructional programs and activities have first priority in facility use. Second priority will be other Piper School District-sponsored activities. Third priority will be the Piper community youth activities. Other community group requests for building use will be approved on a space available basis. Nothing in this policy may be interpreted to mean the School District is obligated to rent or otherwise issue a Rental Agreement regardless of the availability of the facility.
    b. When any school building or facility is under a rental agreement, building supervision will be provided by the district and is included in listed fees. Lessee shall not negotiate with nor compensate any such School District personnel directly. All fees and charges are to be paid directly to the Piper School District.
    c. Lessee must confine themselves to the rooms and corridors assigned for their use, and to the approved times. Areas must be vacated completely at the designated time.
    d. Lessee must comply with all applicable School District, municipal, county, state, and federal fire and safety regulations at all times, and shall be responsible for the conduct and control of all participants and/or spectators involved in the Rental Agreement activity.
    e. Hardwood floors are restricted to soft-sole footwear such as tennis shoes.
    f. Requests for use must be submitted at least two (2) weeks in advance. A schedule of rental opportunities and deadlines will be posted to the district website.
    g. Occasionally it may be necessary to move an activity to an alternate facility (room or school) at the discretion of the lessor. In the event of a closure by the School District, the

lessee will have the option to rescind the rental agreement and receive a refund, upon written request, of amounts paid for time not used. Lessee releases the School District and its officers, agents, employees, and representatives from any loss or damage occasioned by the closure of the facility or cancellation of an event and/or activity.

h. The use or possession of alcoholic beverages or illegal drugs by any person or group on School District property is strictly prohibited. Smoking and tobacco use is strictly prohibited on all school property. Unauthorized possession or use of any type of firearms or weapons is strictly prohibited.
i. Any form of illegal gambling is strictly prohibited in School District facilities or on school grounds.
j. Overnight use of any facility requires the approval of the Superintendent.
k. No storage facilities will be provided, nor responsibility accepted by lessor, for any equipment or materials brought in by lessee, unless specifically approved by the building principal/representative and noted in the rental agreement. Storage fees will be assessed if approved.
l. Furniture will not be moved from building to building by the lessee.
m. Facilities are maintained and equipped for the School District's instructional program and any usage under this policy must maintain the appropriate cleanliness and order required of such a learning environment.
n. All rental areas must be vacated by 9 p.m. unless special permission is given by the Facilities Scheduler.
o. Lessor reserves the right to schedule other activities or events in other parts of the building or facility not covered by a rental agreement.
p. Lessee must not at any time exceed the posted room or area occupancy capacity.
q. Advertisements and banners will be allowed only under the following stipulations:
    i. No permanent advertisements or banners will be allowed on school property.
    ii. Temporary advertisements will be allowed for activities under the following conditions only:
        - No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
        - Banners and advertisements are immediately removed after the event.
r. The District reserves the right to require Security officers. If security officers are required, the fee will be charged to the lessee.
s. Rental Agreements for groups over 75 may require custodial support in addition to regularly scheduled building supervision. This fee may include additional custodial support prior to and after the Rental Agreement based on custodial needs to set up and clean up after the event.

3. Grounds and Parking Lots
    a. Placement of buildings, structures or equipment on school property by lessee will not be allowed without prior written approval of the Director of Facilities.
    b. The School District insurance policy prohibits the use of model airplanes, model cars, and model rockets that use a flammable substance.
    c. Vehicles shall be restricted to established roadways and parking lots without prior written approval of the Director of Facilities.
    d. Playgrounds and playground equipment are available to the community when not in use by the School District. The nonexclusive use of these facilities does not require

School District approval, but such use is at the risk of the user. A scheduled activity will have priority over unscheduled use.

e. The use of tracks, playgrounds, playground equipment, soccer fields and baseball/softball fields are restricted to the purposes for which they are designated.
f. Approved rental agreements are required for use of athletics fields by all groups, and are subject to assessment of reservation fees in accordance with the current fee structure.
g. The lessee will make every reasonable effort to inform individual participants and spectators of their responsibility to follow all campus parking regulations and other traffic control signs.

REQUIREMENTS FOR USAGE OF SPACES

1. General Rental Guidelines for All Spaces
    a. All groups are responsible for cleaning up after their use of the space.
    b. Groups utilizing these spaces are responsible for ensuring participants and attendees adhere to all district policies, including noise levels, proper care of school property, and general conduct expectations.
    c. Spectators are not allowed for indoor youth seasonal fee rental agreements (i.e. practices). Games with spectators would be subject to the event fee schedule.
    d. Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during the rental use.
    e. The School District shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the lessee shall, after a period of (seven) 7 days from the last usage thereunder, be deemed abandoned and shall become the property of the School District.
    f. Lessee agrees to enforce School District posted rules and regulations in all rented areas.
    g. In the event that a team or group is not utilizing space on their reserved time/date they should contact the Facility Scheduler to notify them of the cancellation.
    h. Be considerate of the building supervisor, custodians and staff members.
    i. Groups or organizations should not arrive more than 10 minutes prior to the start of their scheduled reservation.
    j. Events should not exceed the allotted reservation time period.
    k. Groups should limit their presence to only the portion of the building which has been reserved.
    l. Baseball/softball bats, regular (leather) baseballs, softballs, soccer balls, and footballs are prohibited indoors. Futsal balls are acceptable.

2. Commons Areas, Libraries, and Meeting Rooms
    a. All furnishings, equipment, and technology within these spaces must remain in their designated locations.
    b. The use of library resources, including books, technology, and study spaces, are reserved for only district educational purposes.
    c. External groups are required to provide their own technical support.
    d. Physical-contact activities are restricted from use in these facilities.

3. Gymnasiums
    a. All participants must wear proper gym shoes. Shoes worn for use other than on gym floors are unacceptable.

b. Lessee shall provide all basketballs and volleyballs. The School District shall provide basketball goals, volleyball standards with nets and other equipment if specifically provided for in the rental agreement.
c. No School District shower facilities shall be used unless specifically provided for in the rental agreement.
d. No food or drink besides water will be allowed in the gymnasiums unless supplemental custodial service has been purchased.
e. Lessee agrees to limit the number in attendance to the seating capacity of the bleachers, posted room occupancy limits, and Facility Usage Guidelines.

4. District Stadium
    a. Lessee agrees to limit the number of tickets distributed to the seating capacity of the grandstand area.
    b. No motorized vehicles will be allowed inside the stadium area, including the track and playing field.

5. District Baseball/Softball Fields
    a. The School District maintains the right to evaluate fields and suspend use if because of weather conditions it becomes necessary to do so. The decision to suspend use will be the sole responsibility of the Director of Facilities.

6. Turf Fields
    a. No drinks (except water), food, gum, candy, or sunflower seeds allowed.
    b. No glass bottles or containers allowed in the stadium.
    c. No metal cleats allowed on the turf fields.
    d. No canopies, tents or other structures allowed on the turf field. Also no equipment requiring the use of sharp objects to secure to ground. Only freestanding field markers and sports equipment may be used on the field.
    e. No open flames or fireworks.
    f. No animals allowed on the field.
    g. No motorized vehicles, bicycles, skateboards, strollers or roller skates are allowed on the turf field.
    h. No painting, chalking, tape or other adhesive material without prior approval.

7. Church and Religious Use
    a. Churches may rent school facilities for the purpose of holding regular weekend worship services. All rentals for an extended period of time must be approved by the Superintendent
    b. Rental agreement will be for commons and gymnasium space. Additional space may be rented if available and approved by the principal/building manager who has sole discretion in the matter.
    c. No school shall be assigned more than one church. No church shall use more than one school.
    d. Storage of equipment in the district facility is not permitted.
    e. Lessee is responsible for the set up and breakdown of temporary seating.
    f. Lessee agrees to limit the number of people in attendance to the seating capacity of the area being used.

8. Special Use Requests
    a. Fees for any special requests not covered by the fee schedule will be determined by the Superintendent.

CONSEQUENCES FOR VIOLATIONS

- On the first offense for violations of these guidelines, the renting organization will be provided details of reported violation and will be given a warning.

- 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.

- A third offense will result in the organization being permanently barred from renting facilities in the district.