

1 Great Falls School District

2
3 **COMMUNITY RELATIONS**

4330P

4
5 Community Use of School Facilities Procedures

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7 **The school district supports community use of school facilities. The use of the facilities will**
8 **follow the priority of:**

- 9
- 10 • School-sponsored activities
- 11 • Community recreation, youth groups, and cultural activities
- 12 • Other activities
- 13 • Facilities hours:
 - 14 ○ Monday through Friday - 7:00 A.M. to 9:00 P.M.
 - 15 ○ Saturday – One custodian scheduled eight (8) hours
 - 16 ○ Sunday – No staff scheduled

17
18 **General public use request must be shown to be:**

- 19
- 20 • Legally acceptable
- 21 • Open to all regardless of gender, race, creed, or national origin

22
23 **Approval of Applications will be based upon the following:**

- 24
- 25 • Staff and facility availability
- 26 • Benefits to the district, community, and participants
- 27 • Potential wear and tear on the school facilities
- 28 • Certificate of liability insurance for a minimum of one million dollars (\$1,000,000.00)
- 29 • Holidays - No events will be scheduled for District Holidays without special permission
- 30 from the Superintendent or designee.

31
32 **DISTRICT AFFILIATION:**

- 33
- 34 • The renter understands that the district, by permitting use of its facility, does not support,
- 35 advocate, or endorse the renter’s religious, political, or social philosophy.
- 36 • The renter understands that the following disclaimer is to be included, in bold font, in all
- 37 promotional and advertising material. **“This event is not a Great Falls Public Schools**
- 38 **sponsored event and does not represent the views of the GFPS Board.”**

39
40 **CANCELLATION BY GFPS AND RENTER**

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42 **GFPS reserves the right to cancel or move the location of all rentals as may be required to**
43 **accommodate school functions, unavailable custodial staff, or due to unanticipated**
44 **conditions or events.**

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- 1 • Rentals may be canceled. GFPS will make reasonable efforts to notify renters of changes
2 and cancellations.
- 3 • The applicant shall submit a **written** notice requesting cancellation of, or changes to, an
4 approved schedule. The request **must be received** by GFPS or emailed to the Athletics
5 Administrative Assistant or the Fine Arts Administrative Assistant no later than 9:00 a.m.
6 **three business days** prior to the event date. Failure to provide **written** notice using these
7 timelines may result in full payment.

9 **General Rules/Guidelines**

- 11 • Facilities will not be scheduled more than one year in advance for district and MHS
12 events. Community events will not be scheduled more than six (6) months in advance.
13 **Note:** Most schedules cannot be approved this far in advance.
- 14 • The “GFPS Facility Rental Request Form” must be signed by an authorized
15 representative of the organization using the school facility and by the GFPS Director of
16 Business Operations.
- 17 • The signed “GFPS Facility Rental Request Form” will not be accepted later than **ten (10)**
18 **business days** prior to the event. Such agreement/application must be completed,
19 including setup needs, when received by GFPS. The event will not be finalized on the
20 GFPS calendar without approval and the signed agreement.
- 21 • Renters shall only be allowed to use the building spaces or grounds for which they have
22 requested on the contract.
- 23 • **Cafeteria** rentals do not include the use of the kitchen, unless approved by Food
24 Services. Use of kitchens shall require the presence of someone ServeSafe certified.
- 25 • Fire or open flames will not be permitted in any facility.
- 26 • At least one **custodian** shall be in the school at all times during the rental. Outside of
27 normal custodial hours, a fee for custodial overtime will be charged. Special exceptions
28 require the approval of the Superintendent or designee.

30 **Auditorium Use:**

- 32 • **LIGHTING.** General lighting or presets for stage are the standard. If you desire
33 lighting beyond general lights or presets you will need to hire an approved GFPS
34 technician to assist you.
- 35 • **SOUND/MEDIA.** Basic PA system (microphones on stage) and simple VGA or HDMI
36 hookup for media is the standard. If you desire sound projection or media
37 (projector/audio) beyond the basic setup you will need to hire an approved GFPS
38 technician to assist you.
- 39 • **STAGE/EQUIPMENT.** There is no set building or painting allowed on the stage or in
40 the auditorium. Any tape used for marking spots should be removed when the production
41 is complete, and should not leave any residue. School district equipment that is not
42 contracted for in this agreement should not be used in any productions
43 (cables/cords/electrical, etc.). Any damage to the stage, the theater, or any equipment
44 will be assessed and the renting party will need to repair or replace any damaged areas or
45 items.

1 **Equipment:** Any equipment that may be used as part of this agreement will have an associated
2 cost and may not be removed from district property.

3
4 **Designated Point of Contact:** Each rental request shall include the name and contact
5 information of a single person who will be that organization's only point of contact with the
6 Athletics Administrative Assistant or the Fine Arts Administrative Assistant. The organization's
7 point of contact will be at the entire event. Custodians Check-in/Check-out.

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9 **Damages:** The renter shall be responsible for the entire cost to correct any and all damages that
10 occur to buildings or grounds as a result of their rentals, whether caused by attendees or
11 participants, as determined by the GFPS Director of Business Operations.

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13 **As-Is Conditions:** School buildings, facilities and equipment shall be accepted by renters in their
14 existing "as-is" condition. Reasonable accommodations and repair attempts will be made where
15 possible to facilitate rentals.

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17 **Arrival, Departure and Setup Times:** Setup time must be included on the "GFPS Facility
18 Rental Request Form" and is considered part of your rental time. School facilities shall only be
19 made available for the hours indicated on the "GFPS Facility Rental Request Form," changes
20 must be received by a written notice to the GFPS Director of Business Operations three business
21 days before the event.

22
23 **Summer Request:** Due to limited availability, summer requests are on a case-by-case basis.
24 Summer requests need to be submitted by June 1st.

25
26 **Sports Equipment:** Only sports equipment made for indoor use are allowed in the
27 buildings. Any scratching of gym floors from bases, pitching mounds, unauthorized sports
28 equipment and/or gym misuse could result in loss of gym use and/or additional charges.

29
30 **Signs/Tape:** Signs may not pose a fire or safety hazard. Signs must be removed at the end of
31 use. Staples, nails, and tacks are not permitted to hang any items. **All taping of walls and
32 floors must be approved (Paint and finish safe tape). No helium or latex balloons.**

33
34 **Cleanup:** All trash should be disposed of in provided receptacles. If chairs and/or tables are
35 moved, they must be returned to the original location at the end of your use. Parking lots shall
36 be cleaned up.

37
38 **Use of District Buildings by District Employees:** Individual employees of the District may not
39 use school facilities for non-district activities without completing the "GFPS Facility Rental
40 Request Form", receiving GFPS Director of Business Operations approval, paying appropriate
41 fees and providing insurance.

42
43 **Birthday Parties, Weddings, Receptions Etc.:** The District will not rent facilities for
44 celebrations such as weddings, receptions, birthday parties, etc. (Memorial services are
45 considered special exceptions with requests made through the Superintendent office).

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SUPERVISION/BEHAVIOR

Supervision:

The renter must provide sufficient adult supervision (minimum of twenty-one (21) years of age) at all times. Supervisors should maintain a safe environment, crowd control, ticket sales, ushers, security of personal property, and enforcement of the facility Rules and Regulations, and state laws and local ordinances.

- Children must be closely supervised at all times.
- No running/playing in halls and bathrooms.
- No crawling under bleachers, stacked bleachers, or on equipment.
- Attendees or participants of the rental shall not enter school areas that are outside of the rental space or associated common space (bathrooms and hallways).
- Under no circumstances will custodians or any other GFPS staff member be responsible for supervision of participants before, during or after an activity.
- The rental supervisor must notify the custodian on duty of any safety issues, spilled drinks, injuries, etc.

Behavior:

- At all times, orderly conduct shall be required by the renter, participants, performers, and the audience.

Rude, offensive, or illegal behavior or language by any attendees or participants of a rental shall be considered grounds for immediate revocation of facility use, including but not limited to the following:

- **Smoking Tobacco, marijuana (including smoking innovation/vapes).**
- **Alcoholic Beverages**
- **Illegal or Illicit Drugs**
- **Weapons:** Weapons, including knives and firearms, are prohibited in all school buildings and on school property.
- **Food and Drinks:** Food and drinks are permitted in approved areas only. Check with the custodian before bringing drinks and food into the gym. Each school is different. Only water is allowed on the field turf and in auditoriums. Any additional food and drink set up may require an additional charge.
- **Attire:** Proper dress and attire shall be worn at all times, and appropriate athletic shoes shall be used on athletic floors.

INSURANCE

- GFPS requires any groups to supply liability insurance, with GFPS co-insured for a minimum of one million dollars (\$1,000,000.00).

CHARGES AND PAYMENT

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2 **Charges:**

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- 4 • **Custodial charges** of no less than forty dollars (\$40.00) per hour will be charged per
- 5 custodian when the event is outside normal custodial hours. Some events require more
- 6 than one custodian, depending on the size and scope of the event. GFPS reserves the right
- 7 to determine the custodial hours and number of custodians necessary.

8
9 **Payments:**

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- 11 • All fees are payable on receipt of invoice and due within thirty (30) days of invoice
- 12 date. Continuous late payments or failure to make payments will result in the inability of
- 13 a group or individual to rent any school facilities in the future and may result in legal
- 14 action.

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16 **Payment Options:** Payments are made to the Business Office located at 1100 4th St S, Great
17 Falls, MT 59405. Make checks payable to Great Falls Public Schools and reference your invoice
18 number on the memo line.

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20 **Pre-Payment:** Pre-payment may be required at the discretion of the GFPS Director of Business
21 Operations.

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23 **MEMORIAL STADIUM RENTALS**

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25 **Cleats:** Only standard molded soccer or football cleats are allowed on the field turf.

26 **Food & Drink:** Food and drink will only be permitted in designated areas.

27 **Field Turf Limitations:**

- 28
- 29 • **ONLY WATER allowed on turf and track**
- 30 • **No food on turf**
- 31 • **No sunflower seeds or chewing gum**
- 32 • **No tobacco products**
- 33 • **No animals**
- 34 • **No bikes, rollerblades, scooters, skateboards, or baby strollers**
- 35 • **No throwing implements**
- 36 • **No cleats on tracks or “cinder track” spikes**
- 37 • **No motor vehicles**
- 38 • **No tents or stakes**

39
40 Cross References:

41 Policy 4330 Community Use of School Facilities

42 Policy 4330R Community Use of School Facilities Regulations

43
44 Policy History

45 Adopted on: May 11, 2026

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