Haysville USD 261
Facility Usage Fee Schedule, Guideline, Terms & Requirements

BUILDINGS & SITES CURRENTLY AVAILABLE FOR USE		
High Schools Campus High School Haysville High School	**Middle Schools** Haysville Middle School Haysville West Middle School	**Elementary Schools** Freeman Nelson Oatville Prairie Rex Ruth Clark
Other District Sites District Sports Facilities		

Facility Space	Hourly Rate
Auditorium*	$20
Cafeteria	$10
Commons	$10
Classroom	$10
Gymnasium	$20
Kitchen	$50
Swimming Pool**	$25
Tennis Courts***	$10
District Stadium***	$50
District Stadium (Stadium Lights Included) ***	$75
Middle School Practice Field***	$20
Other Miscellaneous District Facilities / Grounds***	TBD
Outdoor Practice Surface***	$20
Parking Lots***	$10

Staffing Fees	Weekday Rate	Weekend Rate
Custodial	$20 per hour	$30 per hour
Auditorium Technician	$20 per hour	$30 per hour
Stadium Technician	$20 per hour	$30 per hour
Technology Technician	$20 per hour	$30 per hour
Facility Supervisor	$20 per hour	$30 per hour
Building Security****	TBD	TBD
**Requires USD 261 staff auditorium technician if using lights and/or sound equipment* ***Please see Swimming Pool Facility section* ****Please see Outdoor Playing and Practice Surfaces Addendum section* *****Please see Building Security section*		

USAGE TERMS, CONDITIONS AND REQUIREMENTS

District Rights & User Acknowledgement:

All property is owned by Haysville Unified School District, USD 261 and is governed by Board of Education policy, district procedures and laws of the State of Kansas. **The District has the responsibility to maintain all facilities to provide quality instruction and programs for student education. In support of this responsibility, it is necessary to manage facility usage to mitigate wear and tear on facilities. It is also necessary to manage weekly staff work time. *Please note that inability to staff a requested usage will result in denial or cancellation.* With these identified objectives and obstacles, all parties hereby acknowledge that facility usage is a request and not a right.** USD 261 reserves the right to deny any usage request or cancel any usage if deemed necessary at will with or without notice. Priority will be given to support all USD 261 events. Usage fees and requirements are subject to change.

All requesting individuals or organizations shall agree to follow all district and individual facility regulations. Inaccurate or untruthful statements made in the application, or violations of these regulations, may place the responsible person or organization ineligible for current and/or future facility use. All usage must follow these guidelines and be registered in our facility system. Any unauthorized use may result in disciplinary action or criminal prosecution.

A USD 261 employee is required to be on site for the duration of usage unless approved by the district in writing. No outside usage shall be granted while school is in session. Students are not permitted to use school facilities without adult supervision. The supervising adult(s) is/are responsible for the behavior of students in their care. The person making application for use must be in attendance and adequate adult supervision must be always maintained. Access to facilities is limited to the approved space only. The person making the application maintains full responsibility and liability for the actions of any participants, sponsors, volunteers, or supervisors. Assigned district personnel have full authority to act as agent for the district and the right to terminate the activity at any time. Usage agreements are neither transferable or assignable to any other person or organization.

Available facilities and space for reservation requests is limited to those available in the district's online request system. If the space is not listed, it is not currently available for request.

Insurance Coverage Requirements:

Proof of current insurance coverage for liability will be required before approval. All parties must provide evidence of personal, business, or commercial coverage for individual protection while on our premises. The named party must match the usage requestor. Haysville USD 261 should be added as an additional insured and the certificate of coverage will include $1 million for general liability. Additional coverage may be required depending on size and type of event. Activities and camps that are more at risk for participant injury must also include proof of accidental injury coverage. The district is compliant with the liability and indemnity requirements under form DA-146a per state statute.

Additional requirements will apply for pool usage. Details are listed below.

Any and ALL damage to facilities will be immediately reported and is the responsibility of the party utilizing the facility. This includes the automatic acceptance to reimburse the district for any repair or replacement costs including labor in full for any part of the school or contents that are damaged or stolen during the activity as part of the facility rental agreement.

Building Security:

It is the discretion of the building principal regarding if building security needs to be present for the event. If utilizing district security guards for building security, renters must pay a fee of time and a half for events. If utilizing the Haysville Police Department for security, renter must pay fees per the guidelines of the Haysville Police Department.

Reservation & Payment of Fees:

All requests must be submitted at least **30 days prior** to the requested date to allow time for processing. Requests should only be submitted for actual days and times: no blanket long-term requests will be approved. Staffing, HVAC, and billing is determined by this information. **All fees must be paid at least two weeks prior to the approved usage**. Non-payment or returned payment will result in cancellation of the request. Payment may be completed at the Haysville Administration Office, 1745 W. Grand Ave., Haysville, KS, 67060 or may be completed online from the district website. Should an event be canceled by the district prior to the reservation date, any paid fees will be refunded. Requestors must cancel at least 24 hours prior to an event for a full refund of fees.

Estimated rental cost shown during application may not be all-inclusive. Additional fees may apply for site supervision, custodial staff, and technicians depending on the type of use and volume of attendees. Total cost of rental will be determined by USD 261 staff and will be detailed in the invoice upon final usage approval.

Once a reservation has been approved, the renter may pay all associated fees and pick up a district facility card for the event from the Administration Building.

A district facility card will be issued to all renters. If a facility card is lost or damaged, there will be a $20.00 replacement fee.

Security & Prohibition Notice:

Access to all facilities must follow current district policy and guidelines. Video cameras are installed and active at all times in our facilities, fields and surrounding parking lots. Admittance is limited to approved facility users and participants only. Unauthorized use or entry into any USD 261 facility will result in reporting to law enforcement which may result in criminal proceedings. No entrances to any facility may be propped open at any time to maintain district security. Parking is allowed in designated paved parking spots only. Any motorized vehicles that do not comply with this requirement will be towed at owner expense. Utility vehicles, golf carts, and other unauthorized motorized vehicles are prohibited from school grounds, with the exception of parking lots (that's the only place they can be on district property, and they must meet City registration requirements).

No drugs, smoking, vaping, tobacco products, alcoholic beverages, weapons, firearms, fireworks, or tiki torches are permitted on district property. Bonfires and all other open flames are not permitted on school grounds. Propane and candle use is not allowed within any building. All state and local laws must be followed. Violations may result in prosecution. Identified service animals are permitted; however, no pets are allowed. Requests for regular religious usage and funerals/memorials will not be permitted.

Access is limited to approved reservation space only. Supervision of all attendees is required. Children must have adult supervision at ALL times and should remain in the approved space for safety. Any violation will result in termination of use. In abiding by federal statute under Section 504, discrimination based on disability is strictly prohibited.

Haysville USD 261 requires all staff members, volunteers, and persons requesting a facility to pass a background screening prior to being allowed to utilize facilities. Requestors shall be responsible for ensuring that persons using Haysville USD 261 facilities through a facility usage agreement have been adequately screened. USD 261 reserves the right to exclude any persons from using school facilities.

Athletic & Auditorium Facilities:

Use of concession facilities is not guaranteed and may only be approved by building athletic directors.

Field marking/striping will not be completed for facility usage. Operation of gym bleachers, goals, lighting, scoreboard, stadium lighting, press box, sound, etc. by unauthorized individuals is not permitted, as damage may occur. Additional fees will be assessed for employee support.

Auditorium usage that requires projector, sound, lighting, etc. will result in additional charges for employee support. Additional room requests may be reserved, and associated fees will be assessed.

Swimming Pool Facility:
In the event of the immediate need for pool maintenance or a scheduled school activity, the Facility Usage Department has the authority to cancel any pool event. All school activities have priority.

1. All events must be covered by a minimum of $1 million liability insurance naming the Haysville Unified School District as an additional insured or certificate holder.
2. All renters must provide an American Red Cross, ELLIS or YMCA certified lifeguard for pool rental.
3. You will not be allowed in the pool area until your scheduled time. Please arrive no earlier than 5 or 10 minutes before your confirmed time.
4. Food and/or drink, including water bottles, are not allowed in the pool area.
5. Due to health concerns, non-toilet trained individuals must wear swim diapers or plastic pants while in the pool.
6. No pool toys are allowed in the pools and use of district pool equipment is prohibited.
7. Starting platforms and diving boards are to be used by swim team members only.

District Partnership Usage:
The use of school facilities is subject to the following priorities outlined by the Board of Education. USD 261 school related activities will have the priority over all others on the priority list. If conflicts in scheduling arise the following priority will be enforced.

Priority One: Haysville Activity Center activities
Priority Two: In-district non-school sports/activity groups
Priority Three: Other tax supported community institutions
Priority Four: In-district businesses, churches, civic clubs, community events, and individuals
Priority Five: Out-of-district groups, whose programs include district residents

Usage of our facilities must follow the terms and conditions of USD 261. Any violations may result in legal action or criminal proceedings.

Inclement Weather Notice:

All events are immediately canceled due to inclement weather when USD 261 cancels class or activities. No access will be granted if cancellation occurs. Safety is our top priority.

Haysville USD 261

OUTDOOR PLAYING AND PRACTICE SURFACES ADDENDUM

The following policies have been implemented for the use and care of fields equipped with playing and/or practice surfaces to ensure safe and well maintained facilities.

Prohibited Items and Activities:

- Glass of any type
- Food and/or beverages except for water
- Sunflower seeds
- Gum
- Sharp objects such as tent stakes, flagpoles or other items that may penetrate the turf
- Chairs or benches except those provided by the facility
- Portable heaters or flame of any type
- Metal cleats or high heeled shoes
- Pets or other animals, excluding service animals
- Golfing
- Throwing activities: shot, discus, javelin, etc.
- Motorized vehicles
- Bicycles, skateboards, scooters, hoverboards, etc.
- Any other objects or activities deemed unsafe or destructive

Use and Care:

- Fields are reserved for school activities and rentals
- Always LIFT and CARRY goals and other heavy objects. Dragging said objects may cause damage to the playing surface.
- Leave the facility trash free. Deposit all trash in the provided receptacles.
- Rentals are restricted to areas agreed upon in the rental contract.
- Failure to comply with usage policies will not be tolerated.
- Failure to comply with usage policies will result in the termination of the usage agreement. No refunds will be given for such a termination.