7510A - **USE OF DISTRICT FACILITIES**

Applications

Any or individual or non-school sponsored group desiring to use District facilities shall complete an application (Form 7510 F1) and submit it to the Building Principal for approval.

The Building Principal shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.

Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.

The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Building Principal with or without due notice. All approvals are to be granted with this understanding.

Ineligible Users

Groups or persons will not be granted permission to use District facilities for unlawful purposes, if the use would interfere with use for school purposes, by school related groups, or for school-related functions, or if the use by a particular group is likely to be construed by the public as the district’s or school’s endorsement or approval of a particular message.

Regulations

1. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
2. The District reserves the right to request payment of estimated fees in advance.
3. Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation.
4. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
5. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the Building Principal.
6. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
7. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator.
8. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
9. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
10. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

1. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
2. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
3. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
4. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
5. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
6. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
7. The District will not be responsible for any loss of valuables or personal property.

FEE FOR USE OF DISTRICT BUILDINGS

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

1. The use of District facilities for by any nonprofit group that otherwise meets the criteria for use of District facilities shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employees fees and for any police fees.
2. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

|  |  |  |
| --- | --- | --- |
|   | Elementary/Middle Schools | Charges |
|   |   |   |
|   | All-Purpose Room (Gymnasium-Auditorium) | $150 |
|   |   |   |
|   | Lunchroom | $75 |
|   |   |   |
|   | Lunchroom and Kitchen, with refreshments | $150 |
|   | (School lunchroom worker's presence required, if equipment is used, at established rate) |   |
|   |   |   |
|   | Lunchroom and Kitchen, with meal | $150 |
|   | (School lunchroom worker's presence required at established rate) |   |
|   |   |   |
|   | Classroom, or Teachers' Lounge | $20 |
|   |   |   |
|   | Library | $75 |
|   |   |   |
|   | High School | Charges |
|   |   |   |
|   | Auditorium | $150 per performance |
|   |   |   |
|   | Classroom | $20 |
|   |   |   |
|   | Athletic Field | $400 |
|   |   |   |
|   | Gymnasium | $150 |
|   |   |   |
|   | Lunchroom | $75 |
|   |   |   |
|   | Lunchroom and Kitchen, with refreshments | $150 |
|   | (School lunchroom worker's presence required, if equipment is used, at established rate) |   |
|   |   |   |
|   | Lunchroom and Kitchen, with meal | $150 |
|   | (School lunchroom worker's presence required at established rate) |   |
|   |   |   |
|   | Library | $75 |
|   |   |   |
|   | For all schools, hourly rates of needed District employees will apply, pending their individual wage and ability of administration to schedule them for hours needed by group or individual renting the facilities. | $ amount to be calculated by Business Department |
| **© Neola 2015** |