

COMMUNITY USE OF SCHOOL FACILITIES

The following regulations have been established to govern the use of school facilities by non-school groups.

1. The order of priority for use of school facilities shall be as follows:

- A. District schools, school-affiliated groups, and school-sponsored events shall always have first priority
- B. Community children groups (i.e. Boy/Girl Scouts comprised of district students)
- C. Community education programs and activities
- D. Recreation departments' programs (i.e. Parks/Rec w/majority of district students)
- E. Community Competitive Youth Teams (i.e. 100% Smithville R-II District students)
- F. Community civic, service, and religious organizations
- G. Community affiliated groups.
- H. Competitive Youth Teams (i.e. 100% not district students)
- I. Others. (Definitions: Groups outside of the school district community.)

2. The procedure for requesting the use of facilities shall be as follows:

- A. Request for use of facilities shall be processed through the building administrator's office. Request must be in writing on the form provided which is FILE:KG-E-2.
- B. Requests that do not clearly conform to established policy shall be referred to the Board of Education.
- C. The Board of Education or its designee reserves the right to grant or deny any or all requests.
- D. The Board of Education or its designee reserves the right to cancel, reschedule, or relocate an approved use of facilities as per the order of priorities.
- E. All organizations, except those operating through priority group C, whose programs are dependent upon long term recurring use of school facilities, shall be encouraged to submit their total requests for use of facilities to the superintendent's office by July 1 annually. All requests must be reviewed and approved annually,

3. The charges and fees for use of the facilities shall be as follows (schedule of fees appears in FILE: KG-E-1):

- A. There shall be no charges or fees for priority groups A, B, C, D and E except where special custodian, food service, security, or technical personnel are required.
- B. All fees are minimum charges based upon an hour and half (1.5 hour) session.
- C. There will be an additional charge, calculated on a prorated one-hour hour minimum basis, for use of the facilities beyond the 1.5 hour period.
- D. All charges and fees must be paid immediately following use of the facilities. Groups H and I shall be required to pay in advance for the facility rental, other fees will be paid following the event.
- E. Charges for facilities or services not listed will be at the discretion of the Board of Education or its designee.
- F. Appropriate charges shall be made where special custodial, food service, security, or technical personnel are required or school equipment is used. Charges shall be based on a two-hour minimum with additional charges made for periods exceeding two hours,
 - 1. Charges for technical personnel shall be based on one and one-half times the regular hourly rate of pay.
 - 2. Charges for custodians shall be based on one and one-half times the regular hourly rate of pay. Priority groups A, B, C, D and E will only pay custodial fees when additional time beyond regular duty is required of the custodian.
 - 3. Charges for food service managers shall be based on one and one-half times the regular hourly rate of pay. Charges for cooks shall be based on one and one-half times the regular hourly rate of pay.
 - 4. The district may require the use of security and technical personnel. The charges for their services shall be based on the current prevailing rate of pay.
 - 5. Charges for use of school equipment shall be determined at the time that use of the equipment is authorized.

4. Exceptions to Schedule of Fee Charges Listed

- A. The Board of Education or its designee may agree to enter into long-term rental or lease agreements with agencies, organizations, institutions, or private parties operating through priority group I. For the purpose of KG-R, July 1 through June 30 represents a term.
- B. The Board of Education or its designee may waive rental fees for facility usage by governmental groups with boundaries that include the Smithville R-II School District. For the purpose of KG-R, July 1 through June 30 represents a term.
- C. The Board of Education or its designee may agree to waive rental fees for sessions #13 through 23, sessions 37 through 47, and so on for groups E through I. For the purpose of KG-R, July 1 through June 30 represents a term.

5. The rules and regulations for the use of facilities shall be as follows:

- A. The user shall be responsible for the conduct and control of both the patrons and the participants.
- B. The user shall have at least one adult chaperon on duty prior to, during, and after the presence of any other participant or spectator.
- C. The user shall be held responsible to pay for the repair or replacement of any damaged school property.
- D. The user shall be held responsible to pay for the loss of any school property.
- E. The user shall not sublet the facility.
- F. The user shall be restricted to the area designated in the agreement.
- G. A school district custodial employee or other school employee shall be on duty when facilities are used, when determined necessary.
- H. A school district's food service employee shall be on duty as a supervisor when kitchen facilities are used unless otherwise approved.
- I. A school district technical assistant support employee shall be on duty as a supervisor when computer labs or performing arts facility are used unless otherwise approved.
- J. Alcoholic beverages or controlled substances shall not be consumed, sold, distributed, or brought on school premises.
- K. Smoking and tobacco use is prohibited on school property.
- L. Adequate police protection, to be determined by the principal, shall be provided by the user.
- M. Concessions and other moneymaking activities are reserved to school groups and clubs unless prior approval is granted.
- N. School equipment, such as computers typewriters, business machines, sewing machines, shop machinery, etc., are not to be used by outside groups unless authorized by the Board of Education or its designee. User shall carefully inspect and test the equipment before use. It shall be presumed that the user has, in fact, examined any equipment to be used and found it to be safe, in good working order and accepts the equipment in an "as is" condition. User agrees to use equipment at his/her own risk and the school district assumes no responsibility for bodily injury or property damage to the user, or to others, while the equipment is being used.
- O. The user groups B through I requesting the use of the facility shall agree to provide a Certificate of Insurance for Public Liability and Property Damage in the amount of \$2,000,000.00 for the period of usage and agree to pay all damages beyond ordinary wear that may occur unless otherwise authorized. This includes \$2,000,000 general aggregate, \$2,000,000 Products completed operations aggregate, \$1,000,000 personal and advertising injury, \$1,000,000 each occurrence, \$50,000 fire legal liability and , \$5,000 medical payment per person. The Smithville R-II School District shall be named as the certificate holder and shall be on a primary and non-contributory basis each policy. An actual copy of the additional insured endorsement is required with the certificate before the facility can be used. A 30 day cancellation notice is required.
- P. Abridgment of any of above guidelines may result in the denial of use of the facilities.
- Q. Written application for a permit to use school facilities shall be made with the superintendent or designee for a date satisfactory to the requirements of the school program.
- R. The superintendent or designee will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
- S. The Board shall have final authority in interpreting Board policy, and in settling disputes regarding the eligibility of a non-school group's use of district facilities.
- T. All (100%) of an organization's members must be residents of the school district before the organization's application for use of school facilities will be considered as Group A, B, C, D, and E, documentation and/or team rosters may be required.
- U. The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meetings held under its control and for prompt payment to the district to cover any damage to school property resulting from the organization's use of the facility.

- V. The person whose signature appears on the application will be held responsible for fulfilling the terms of the contract, and must be a citizen of the school district, unless otherwise approved.
- W. The Board shall not surrender its control of school property, and shall have the right to countermand the use of any school premises at any time if it decides it is in the best interest of the district.
- X. Use of school premises shall not be granted if it interferes with school-sponsored activities.
- Y. Any service club may have the use of the school building and charge admission, when the money obtained is to be used for school or community improvement for no charge.
- Z. Organizations desiring to serve meals must have permission from the superintendent or designee.
- AA. No apparatus or equipment shall be brought into the school buildings except upon written permission of the superintendent or designee.
- BB. Use of school equipment shall not be granted unless approval is received from the building principal and such equipment is properly supervised by an employee of the district, if deemed necessary by the building principal.
- CC. Buildings will generally be closed on school holidays such as Thanksgiving, Christmas, and Presidents Day, etc. unless approved by the superintendent or designee.
- DD. When the superintendent has declared the school "closed" because of inclement weather, the buildings will be closed unless otherwise approved.
- EE. The superintendent or designee shall have the authority to approve routine applications. If, in the superintendent's opinion, an application calls for the use of the building for extraordinary purposes, the application shall be referred to the Board of Education. "Extraordinary purposes" shall include such programs or activities beyond the routine activities that have by custom and practice become acceptable to the Board.
- FF. In case of an emergency, the superintendent reserves the right to cancel, at his or her discretion, any scheduled activity of a non-school group. Such cancellation shall be made as early as possible so that all persons involved can be notified.
- GG. The use of tobacco products, alcoholic beverages and profane language is not permitted on school property.
- HH. Gambling is not permitted in school buildings or on school property, except that groups affiliated with the school district that are legally entitled to do so may conduct raffles and other approved games of chance. All such activities must be approved by the superintendent or designee.

6. The limitations and restrictions on the use of facilities are as follows:

- A. Indoor school facilities available for community use will generally be limited to large areas such as gyms, cafeterias, etc. Unless the superintendent, or his designee, makes an exception for good cause, typical classrooms will generally be restricted from community use, primarily because personal belongings of students and teachers are normally found in such areas.
- B. School facilities may not be used by an individual, group, or organization to promote the overthrow of the government by force, violence or other unlawful means, or participation in or support of other illegal acts.
- C. School facilities may not be used for any activities or programs that reflect unfavorably upon or discriminate against persons of any sex, color, creed, or national origin.
- D. School facilities may not be used for activities deemed political in nature without the specific approval of the Board of Education.
- E. School facilities shall not be used for private parties, or personal or private profit.
- F. Church use of facilities for regular services must be for a limited pre-agreed, time span and on a temporary basis only. The superintendent or his designee must approve such use.
- G. The use of indoor facilities on Sunday is discouraged. Use over holiday periods or during summer vacation is discouraged. During the school year, non-district use will cease by 9:00 pm unless prior approval is granted by building administration.

7. Disputes shall be resolved as follows:

- A. Any disagreement concerning these procedures and regulators or concerning interpretation of school board policy may be referred by either the Board of Education designee or by the user to the Board of Education.

8. Submitting School Facility Use Request (FILE: KG-E-2):

- A. The School Facility Use Request (SFUR) form, which is FILE: KG-E-2, is completed by the building administrator and given to the organization assuming responsibility for use or rental of the building.

- B. For the balance due, the administrator will circle 'approximate' on the user's copy of the SFUR. The SFUR serves as an indicator of building approval for use of the facility and the approximate charges for use or rental of the building.
- C. As soon as possible, after the event is held, the building administration will make any necessary adjustments in the appropriate charges listed on the SFUR. The administrator will then circle 'Final Bill' and disperse copies of the SFUR to appropriate parties and the Central Office so that payment, if necessary, to any employee(s) involved can be processed
- D. The building administrator will send an invoice to the Central Office. The Central Office will send a copy of said invoice to the facility user requesting a check made payable to the Smithville R-II School District. When payment is received, it will be deposited into the account containing such revenues.

Adopted: June 21, 2000
Revised: August 17, 2005
Revised: July 15, 2009
Revised: July 1, 2012

Smithville R-II School District, Smithville, Missouri

USE AND/OR RENTAL OF SCHOOL FACILITIES SCHEDULE OF FEES

The following schedule of fees will apply according to priority group:

CHART 1 – (All fees are for 1.5 hour sessions except as specifically noted.)

#	INDOOR FACILITIES	Priority A, B, C, D, E	Priority F, G	Priority H, I
1	Classroom (<i>generally not available for public use</i>)	\$0	\$15	\$30
2	Cafeteria/Multipurpose Room	\$0	\$30	\$60
3	Performing Arts Center*	\$0	\$120	\$240
4	Gymnasium	\$0	\$30	\$60
5	Computer Lab* (see note below)	\$0	\$60	\$120
6	Kitchen ** (see note below)			

* Computer Lab and Performing Art Center: Must have trained district employee in attendance during use. (See Section 3 of FILE: KG-R for personnel charges.)

** Kitchen: Closed to all unless meal is furnished by Food Service Department. School connected groups may use facilities only to make coffee, etc. and manually wash dishes. If prepared food is to be reheated, an employee of the Food Service Department shall be present to direct use of equipment needed. (See Section 3 of FILE: KG-R for personnel charges.)

CHART 2 – (All fees on a per 1.5 basis unless noted otherwise.)

#	OUTDOOR FACILITIES	Priority A,B, C, D, E	Priority F, G	Priority H, I
1	Baseball/Softball Field a. No lights b. With lights	\$0 \$0	\$30/hr. \$60/hr.	\$60/hr. \$120/hr.
2	Stadium Field (artificial turf) a. No lights b. With lights	\$0 \$0	\$60/hr. \$90/hr.	\$100/hr. \$150/hr.
3	Middle Football Field/Track a. No lights b. With lights	\$0 \$0	\$30/hr. \$60/hr.	\$60/hr. \$120/hr.
4	Wrestling Room	\$0	\$30	\$60
5	Practice Fields* (See note below)			
6	Soccer Field a. No lights b. With lights	\$0 \$0	\$30/hr. \$60/hr.	\$60/hr. \$120/hr.
7	Track** (See note below) a. No lights b. With lights	\$0 \$0	\$30/hr. \$60/hr.	\$60/hr. \$120/hr.

* Practice Fields: The practice fields will be the primary outdoor facilities available for public use. Varsity fields are only available for special occasions, and then on a limited basis.

** Track: The track is available for the public (on an individual basis) to exercise on at no charge.

Adopted: June 21, 2000

Revised: July 15, 2009

Revised: July 1, 2012

Smithville R-II School District, Smithville, Missouri

SCHOOL FACILITIES USE REQUEST**I. General Information:**

1. School _____
2. Date _____
3. Organization requesting use of facility _____
4. Facilities requested _____
5. Date of requested use _____
6. Start Time _____ End Time _____ Total Hours _____
7. Purpose for which facility will be used _____
8. Approximate number who will use facility _____
9. Is a fee or admission to be charged for entrance or participation? _____
10. If the answer to Item 9 is yes, what is the amount? _____
11. For what purpose will the income be used? _____
12. % of Smithville R-II participants (attach rooster please) _____
13. Insurance company _____
14. Policy number _____
15. Dollar amount of insurance coverage _____

II. Charges:

- | | | <u>Name of Employee</u> | <u># of Hours</u> | <u>Rate</u> |
|--------------------------------|----------|-------------------------------------|-------------------|-------------|
| 1. Fee for building per use | \$ _____ | | | |
| 2. Fee for support personnel | \$ _____ | | | |
| 3. Fee for supervision | \$ _____ | | | |
| 4. Fee for computer lab person | \$ _____ | | | |
| 5. Fee for security personnel | \$ _____ | | | |
| 6. Fee for equipment | \$ _____ | | | |
| 7. TOTAL FEE: | \$ _____ | | | |
| 8. Less 10% deposit (if any): | \$ _____ | | | |
| 9. Balance Due: | \$ _____ | Approximate/Final Bill (circle one) | | |

III. Agreements:

1. I agree to pay to the Smithville R-II School District the balance due indicated above for the use of the facilities and services provided. Checks should be made payable to the Smithville R-II School District.
2. In the event that an unforeseen emergency would arise necessitating the use of the aforesaid facilities by the Smithville R-II School District on the above date, ample notice will be given to the official of the above organization so that other arrangements can be made.
3. I have read and understand the Policy and Guidelines of the Board of Education governing the use of school facilities and by signing this, agree to comply with them.

IV. Signatures:**Signed:** _____

(Representative of organization assuming responsibility for building)

(Date)

(address)_____
(telephone)**Approved:** _____

(Building Administrator)

(Date)

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Smithville R-II School District

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