

Community Use of School Facilities

INTRODUCTION

It is the desire of the Board of Education to make facilities available to the community. These facilities are only available when they are not in use for school programs or activities. These administrative regulations and procedures for providing community use are intended to promote safe, lawful, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of the facilities and the need to be financially responsible for the costs associated with such use.

These regulations and procedures shall govern the use of school facilities for purposes not directly related to the School Districts implementation of its educational programs and shall apply to all buildings and grounds owned and/or operated by the District.

SCHEDULING

A master schedule of all activities is maintained in the District office through the Activities Director, defined in this policy as the "scheduler". **Requests for facilities use must be submitted no later than one week (defined as 7 days) prior to the event.** All school related activities are scheduled first and always have priority. Scheduling for community activities will not occur during the hours of 7:00a.m. to 3:30p.m. A facility use request form must be submitted to the Activities Director for approval and scheduling, then forwarded to the District office, Director of Maintenance, and Building Administration. The District scheduler will then give final approval and schedule if no conflicts are presented. In the event of a conflict the scheduler will notify requesting individuals and see if another option is available that will meet their request.

FIELD USE

Fields may be made available to rent for limited approved community use. This use is subject to cancellation or adjustment, due to weather, field conditions, maintenance, or other circumstances deemed necessary and in the best interest of the District. For any event a request must always be submitted in writing for use of the fields.

CANCELLATION, REVOCATION, AND MODIFICATION

The Strasburg School District scheduler will notify the appropriate building staff person if the scheduled facility use is canceled or adjusted. Building use can be denied or a Facility Use Request may be revoked for: repeated material violation of the regulations or request, repeat short notification of cancelations, failure to pay rental fees, inappropriate behavior, and other good cause as determined by the Superintendent. Building Administrators and/or the Activities Director will notify all involved parties of cancellation or change of the Request.

The District reserves the right to cancel building Facility Use Requests should the space be needed for school or school related activities. This action will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternative space. Notwithstanding the above, the School District may cancel or revoke a permit at any time when, in the judgment of the building principal or Superintendent, it is in the best interest of the School District to do so. When this occurs, appropriate financial adjustments will be made.

CANCELLATION/CHANGE FEES

When a user requests to cancel or modify a signed Facility Request, no additional fee will be charged.

GENERAL REGULATIONS

1. Request - A written request shall be required for use of a school building or grounds by any group that is not part of the regular public school programs. Such requests may be granted for a single use, or a limited, recurring use, not to exceed one year.
2. Supervision - Requests shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who is responsible and competent to supervise the processed program or activity. The supervision provided by each group must be adequate to ensure that the members of the group remain in the assigned portion of the facility.
3. Processing-Should it be difficult to define or process a request for the use of school facilities within the scope of this regulation, the scheduler will evaluate the situation and will consult the appropriate administrator before issuing a refusal.
4. No Assignment - No permit shall be transferred or assigned to any person or group without written authorization from the scheduler.
5. Safety - All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including without limitation:
 - a. Open flame (including candles) are prohibited.
 - b. Room capacity is not to be exceeded.
 - c. Use of tobacco products is prohibited in all areas of the building and grounds.
 - d. Temporary electrical or mechanical modifications are prohibited.
 - e. Flammable holiday or other decorations are prohibited.
 - f. Stairways, corridors, and entrances must be kept free of obstructions at all times.
 - g. No equipment, scenery, or decorations of any type shall be used within the buildings or on the premises except as specifically provided in the request.
 - h. No possession or use of weapons or participation in any other dangerous activities except as specifically provided in the request, covered by a Certificate of Insurance and with proper waivers approved by the District.

6. Alcohol and Drugs - Use or possession of alcoholic beverages and illegal drugs is prohibited in buildings and on grounds. Failure to comply will be dealt with by local law enforcement agencies.
7. Illegal Activities - All disruptive or illegal activity in buildings and on grounds is prohibited and will result in revocation of the Facility Use Request.
8. No Gambling - Gambling is prohibited on any school property.
9. Indemnification - The holder of a request shall be responsible to the Board of Education of the Strasburg School District for any and all damages and losses whatsoever. To the building and/or the contents, and shall indemnify and hold harmless the Board and its employees from any claims whatsoever resulting from or arising out of the use of the school facilities.
10. Personal Property - The Board of Education shall not be held responsible for any damage or loss that occur to non-school property brought on the premises. Such property (as well as all trash) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
11. Insurance - School District insurance coverage does not extend to the conduct of the community or other groups utilizing school facilities. The District may require a certificate of insurance from the user, naming the District as an additional insured, covering injury to persons or damage to property. The amounts shall be no less than \$ 500,000 per occurrence and \$1,000,000 in liability.
12. Locations - All requests will be issued for specific rooms or fields. It shall be the responsibility of the request holder to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Noncompliance could result in revocation of the request.
13. Times - Facility use times will be specified in the request. All groups are expected to vacate the premises by the time specified in the request. Additional hourly charges for early arrival or late exit may be assessed. All Facility Use Requests will terminate by 10:00p.m. Exceptions to this may be approved by the building administration.
14. Days - Facilities may be rented Mondays through Fridays as is available and as such rental does not interrupt or disturb regular school activities. Saturday and limited use on Sunday, of school facilities may be permitted and will be subject to staff availability were applicable.
15. Promotional material - The posting or distribution of advertising and promotional materials of building users are subject to Board Policy.

GUIDELINES FOR DENIAL OF USE

The School District reserves the right to deny a request if, in the judgment of school administrators and scheduler.

1. No appropriate District employees are available to be on the premises during the intended use.
2. Insufficient time is available between the request and the intended use.
3. The proposed activities would:
 - a. Jeopardize the equipment and/or facilities of the district.
 - b. Conflict with school activities.
 - c. Be incompatible with the school neighborhood.

- d. Violate any District policy or local, state, or federal law.
4. The user's past history of rental has been negative.
5. The program and/or activities are not appropriate for students.
6. It is in the best interest of the School District to deny the use.

GUIDELINES FOR RELIGIOUS USE

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

NONDISCRIMINATION

All users shall comply with federal, state, and local laws and regulations applicable to their activities, including those related to discrimination.

USE CLASSIFICATIONS

Classification 1:

No use fee will be charged at any time for the following:

1. Users who are considered to be part of a regular school curriculum or curriculum-related groups.
2. Users who are participants in school-sponsored student activities, such as athletic and music groups, curriculum-related student clubs, plays, student council activities, or social events.
3. School affiliated users such as parent-teacher organizations, school related parent and community groups, or recognized employee associations of the Strasburg School District.
4. Forums for candidates for the Board of Education, where such forums are open to the public without charge, and all candidates are invited to participate.
5. Nonprofit youth organizations i.e. Boys & Girls Scouts, etc.

Classification 2:

Tournaments and community sponsored activities, political caucuses, government elections, and religious groups.

Fee: Classification 2 - Category I fee schedule (see fee schedule)

Classification 3

Funerals:

Strasburg School District realizes that the facilities must sometimes be used for a funeral. We are interested in trying to accommodate these needs whenever possible using the following guidelines:

1. The funeral shall not be during regular school hours.
2. Religious symbols shall be removed after the service.

Fee: Classification 3 - Category I fee schedule (see fee schedule)

Classification 4

Religious group's:

Strasburg School is willing to allow religious groups to use our facilities when they are not being used for school activities. This category applies only to groups that are using a facility for an extended time. The rules shall be as follows:

1. A yearly memorandum of understanding shall be developed between the Board and the group using the facility.

Fee: Classification 4 - Category I fee schedule (see fee schedule)

Category 5

For Profit Groups:

Regular use of facility by a regular or for profit requester shall be assessed the hourly wage of custodial personnel, plus building fees of:

Fee: Classification 5 - Category II fee schedule (see fee schedule)

The cost of all other spaces to be determined by the Superintendent

Any other group that is not covered in this regulation shall be determined by the Superintendent.

School Facility Rental Fee Schedule

	<u>Category I</u>	<u>Category II</u>
Classroom		
Regular Classroom	\$25.00	\$50.00
Specialty classrooms, e.g. science, art, are not available.		
Gymnasium		
Large Gym	\$150.00	\$200.00
Small Gym	\$100.00	\$150.00
MS Gym	\$100.00	\$150.00
Cafeteria	\$150.00	\$200.00
Athletic fields		
Football Field	\$150.00 day \$250.00 night	\$200.00 day \$300.00 night
Practice Field	\$100.00	\$150.00

* In-kind donations may be accepted in lieu of the payment fee at the discretion of the Superintendent.

Adoption Date: 10-14-2015