

## Community Use of District Facilities

### General Rules and Regulations for the Use of District Facilities

1. Persons using district premises at any time for any purpose shall not consume, sell, be in possession of, or be under the influence of alcoholic beverages or illegal drug substances; shall not commit any act which threatens or endangers the safety or security of any person or property; and shall not commit any crimes. Violation of this section shall constitute grounds for the revocation of the existing contract for use, and/or refusal of future permission to use school premises at any time. Organizations, groups, and individuals shall observe the “No Tobacco Use” regulations.

Any district employee and/or peace officer shall have authority to immediately remove from school premises and or school functions any persons who have violated the preceding section. All employees making such a removal shall notify the administration in writing of the name of the person removed and other relevant facts.

The superintendent, upon giving reasonable notice, may continue to exclude any person or group for violation of any of the provisions of this policy, and for as long as the administration deems reasonable, considering the nature and extent of the violations.

All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during, or be caused in any way by, such use or occupancy of school facilities.

2. No refreshments may be sold without district approval.
3. Users are responsible for leaving facilities in the same condition as they were found. Not leaving areas clean may result in additional charges to the user.
4. The weekend rental of indoor district facilities is prohibited unless a district employee, designated by the Athletic Director or the Director of Finance and Operations, is available and present at the event. The user will be charged to cover the wages of the designated employee. Additionally, custodial cleaning of the facility may be required, at the discretion of the district. The user will be charged a minimum of two hours for custodial service as indicated in the “Building/Grounds Rental Fee Schedule.”
5. The use of district kitchens is prohibited.
6. Only clean, nonskid shoes are allowed on gym floors. Users will be responsible for the cost of removing marks from the floors.

7. All fees are payable in advance prior to use.
8. The use of district property may be denied to any user whose members or visitors fail to comply with these rules
9. The district does not rent district equipment including bleachers, chair and tables for use off site..
10. The user shall ensure that all state, city, and district regulations governing safety and security are followed.
11. The user shall be responsible for the conduct and control of both patrons and participants.
12. Users must agree to accept full financial responsibility for any damages assessed by the Superintendent or his/her designee and approved by the board to district facilities, grounds, or equipment.
13. The Board desires to maintain district buildings, grounds, and equipment in the best possible condition for both school and community use. As a result, certain activities are prohibited on all district-owned property. Examples of such activities are:
  - a. Operation or racing of automobiles, motorcycles, and other motorized vehicles;
  - b. Horseback riding; skateboarding; roller blading, roller skating, and
  - c. Other activities at the discretion of the superintendent or his/her designee.
14. User(s) shall be held personally accountable for fulfillment of the terms of the rental agreement including payment of rental fees, cleaning and security costs, hazard surcharges, and damages beyond ordinary depreciation. Additionally, the superintendent or his/her designee may require a security deposit for large events.
15. All decorations shall be temporary and must comply with fire laws and regulations of the State. Decorations may not be attached to walls, furniture, ceilings, fire safety equipment, etc. All decorations must be removed immediately after use of the facility.
16. A group holding an event on school district property outside of district buildings must provide their own portable chemical toilets, which must be fully enclosed rental units. In addition, the applicant is responsible for removal of all trash at their own expense.

### **Insurance**

The District does not maintain insurance for claims arising from use of facilities by the applicant, its members, or those attending the event. **The District requires a certificate of insurance in the minimum amount of \$1,000,000 with Jackson County School District No. 5 named as an additional insured.**

### **Use of Computers**

1. The use of school computer equipment is prohibited.

## **Application Process**

1. All requests for use of district buildings or grounds are to be submitted to the district facilities secretary on the “Application for Use of District Facilities.” This includes one-time use, continuous or repeated use, and requests involving fundraisers.
2. The “Application for Use of District Facilities” should be submitted at least (10) business days prior to the event, and may be approved or denied based on the following guidelines:
  - a. Requests involving personal gain (any fee beyond that necessary to recover expenses) or high risk shall be referred to the superintendent or his/her designee for a decision on the matter. All fees for these special uses (rental, custodial, hazard security, etc.) must be paid in advance.
  - b. A district employee must be on duty during building use. Should the activity occur during non-duty hours, a school employee shall be hired. The user shall pay the district for providing the school employee as indicated in the “Building/Grounds Rental Fee Schedule”. This rule may be waived if other arrangements are approved by the Director of Finance and Operations.
  - c. Fees are payable in advance at the district office, except when prior arrangements for payment are approved by the Superintendent or Superintendent Designee.
  - b. Final arrangements must be completed by the user with the involvement of the facilities secretary at least five business days prior to the activity.

Fee Schedule: In considering requests from users where a fee is charged and/or there is a high risk, the Superintendent or his/her designee shall consider:

1. User qualifications and goals;
2. Benefit of the activity to the district; and
3. Nature and extent of the district's potential liability as assessed by the district insurance carrier.

The Superintendent or his/her designee reserves the right to adjust the fee schedule, require special insurance, and/or set other requirements deemed in the best interests of the district.

## **Cancellations**

Groups may be required to surrender use upon **prior** notice from the district that the facility and/or field is needed for school purposes and will be credited for the time loss.