

**GENERAL REQUIREMENTS**

1. The district and the board of trustees, recognizing the value of many non-district community programs and activities which benefit the children in the district and the community at large, may make use of school facilities for such programs and activities, in adherence to the requirements of this policy.
2. The board of trustees can authorize the use of school buildings for any public purpose, including the safeguarding of life, health or property in the event of a public calamity. (Idaho Code 33-601) The superintendent is charged with administering the following policy and has the authority to reject any or all applications for rental or use of district facilities and equipment.
3. The superintendent may use any and all district assets during a public emergency or calamity such as a fire, flood, epidemic, storm, or other disaster, to safeguard life, health or property for the protection of the public good. In addition, the superintendent may, upon receiving a resolution from the board of trustees declaring that the public interest so necessitates, demand expenditures of public money to this end. (33-601.9)
4. The rental or use of district property or facilities shall not, in any way, interfere with the operations of the district or any of its programs or activities. It is understood that the district reserves the right to withdraw or rescind its grant of the use of district property or facilities on short notice.
5. All requests for use shall be made in writing and all approved requestors must sign and agree to the following conditions:
  - a. Save and hold harmless the district;
  - b. Assume full responsibility for all liabilities incident to occupancy or use;
  - c. Repair or replace at the district's sole option, any damage to the facility or equipment incurred as a result of the use or rental of district facilities.
  - d. Hold neither the district nor its employees responsible in any way for properties left on the premises by requestors or their affiliates.
  - e. Allow free access for district representatives to all rooms at all times.
6. Each rental application must be reviewed and approved by the building principal after which arrangements will be made with the secretary and custodian. At this time the principal will solicit the proper supervision, custodial assistance and kitchen assistance as needed. Though phone calls may be used to check on availability, all final calendaring must be done in person with proper paperwork and expected payment.

**SPECIAL REQUIREMENTS AND RESTRICTIONS ON USE**

1. Due to maintenance issues, **No summer rental** will be permitted, with the exception of the high school auditorium for the community theater, business partners and the high school cafeteria (if requested for class reunions).
2. An extra hourly rate may be charged for supervision, setup and/or custodial services.
3. A cleaning deposit shall be required. Any individual or organization which rents or uses a district facility and leaves it, upon completion of rental or use for any particular day, in need of cleanup shall be assessed a cleanup fee commensurate with the amount of cleanup required. The minimum fee in such cases shall be \$50 and shall be deducted from the initial cleaning deposit. The individual or organization shall immediately replenish the deducted amount to restore the full cleaning deposit amount in order to continue to rent or use the facility.
4. Any special decorations must be erected in a manner approved by the fire marshal and the district. Removal must be completed immediately following the function.
5. The selling or consuming of any food or drink must be approved by the superintendent.
6. The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate.
7. The applicant may be required to provide supervision and police security, as determined by the superintendent.
8. Availability of district facilities and equipment will be determined on a first-come, first-served basis.
9. Kitchens may not be used without the employment of authorized district personnel for supervision purposes.
10. Limited use of TMS Commons: Due to the increased use of the newly formed TMS drama department, high school dances, and high school sports banquets, the Commons rental may be limited to once or twice a month by outside entities. In addition, the Commons is available with 15 round tables and 105 chairs and 3 serving tables. Any additional table and chairs must be provided by the person renting the facility. Occupancy must remain within the limits of the fire code.
11. The following activities will not be allowed on district property:
  - a. Consuming or using tobacco, alcohol, or drugs;
  - b. Engaging in games of chance or any activities that suggest gambling or games of

chance;

- c. Teaching or the promoting of any activity that, in the district's opinion, is intended to disrupt or damage the district.

## SUPERVISION

School facilities must be supervised, both by approved building supervisors and by organizational supervisors, during all times of use or rental, without exception.

*Building supervisors* are district authorized supervisors who must be on hand at all times to accommodate building problems or emergencies. The district will provide supervision at each school during the following hours:

Thirkill	3:30 PM – 7:00 PM
Tigert	3:30 PM - 8:00 PM
SSHS	3:30 PM –10:30 PM

Individuals or organizations wishing to rent or use district facilities before or after the above-listed hours shall be allowed to do so only at the sole discretion of the district (building administrator), and shall pay the district for additional building supervision at a rate of \$15/hour for classified supervisor or \$20 for certified supervisor. All personnel are required to fill out time sheet. If the district chooses to accommodate such after-hours use, the district shall select and employ the building supervisors that will be present.

**Full-Time Custodial Accommodations:** A reasonable attempt will be made to hire a part-time custodian. However, if a full time custodian must be used then the price is increased to \$22.00 per hour to accommodate the legalities of overtime. Again, all wages will be run through the district office. If proper custodial assistance is not available, the building may not be rented. Therefore, proper supervision and custodial assistance must be procured before the facility can be scheduled. Custodial hours are subject to change.

Each building will provide a list of responsibilities and duties necessary for the use of the building. Anyone using or renting the building agrees to comply with these lists completely. District building rental or use after 7:00 PM on Monday must be in accordance with the community-school agreement.

*Organizational supervisors* are adult supervisors provided by the sponsoring individual or organization. All organizations or individuals wishing to use or rent district facilities or equipment must provide such organizational supervisors at all times during rental or use.

## BUILDING RENTAL FEES\*

(Revised 1-6-2010)

The following rates do not include supervision.

Building	Room	Hour
SSHS	auditorium	\$50.00
	auditorium (with stage lights/sound) (tech required @ \$25.00/hour)	75.00
	cafeteria	50.00
TMS	Commons/stage	50.00
	Commons/stage (with stage lights)	75.00
Thirkill	multipurpose rooms	25.00
	No Gym Rental	
all schools	classrooms	30.00
	music rooms (SSHS/TMS)	25.00
	computer labs (computer tech, required @ \$25.00/hour)	100.00
	kitchen (food service personnel required @ \$25.00/hour)	100.00
School libraries	Not available for public use	
CHS	Not available for public use	

**Classified Supervision = \$15.00/hour (Part-Time Staff \$22 Full-Time)**

**Certified Supervision = \$20.00 as described in the Master Agreement**

*\*Personnel must fill out time sheet.*

**Hooper School.** Use of Hooper School Building is on a long term basis contract. Hooper will not be rented on a non-profit basis. Contact Max Hemmert at the district office for cost.

**Cleaning deposit.** A refundable cleaning deposit of \$100 is required at the signing of all agreements for use of district facilities. No event will be calendared until the application has been approved by the building principal and the \$100.00 deposit has been received by the building secretary. Payment prior to the event is expected.

\* Nonprofit organizations may request waivers of some or all of the rental and/or fees. Such requests, shall be submitted in writing to the district, and will be considered by the board of trustees on a case-by-case basis.

The requesting organization or individual granted use of district facilities must follow all policies, rules, and regulations of the board regarding the use of district property or facilities and all policies regarding the conduct of persons in or on district property or facilities, whether now or hereafter adopted.



**LEGAL REFERENCE:**

Idaho Code Section 33-601(7)

**ADOPTED: November 2, 2005**

**AMENDED: December 15, 2005**

**AMENDED: January 6, 2010**

**\*\*Note: Policy and fee rate was updated January 2010 but chart with fees was not update until January 2014.**