# Three Rivers School District

Code: KG-AR(1)
Reviewed/Revised:

## Facility Usage Procedures and Fees

The district cooperates with the community in providing use of the district facilities when possible, so long as such use does not interfere with the education and activity programs of the schools, or with the requirements for maintenance, operation, safety and security of the physical plant and grounds.

The district provides the following guidelines for the use of schools, fields, and other district facilities:

1. The designated administrator is responsible for prioritizing and authorizing facilities usage.

2. Facilities will be available for use by organizations, groups, or individuals only after the district's need for those facilities has been met. The district reserves the right to cancel or relocate scheduled non-district events for district events or cost effectiveness to the district.

3. The district recognizes the following groups for facility use:

   Group I
   District-directed school programs and other authorized school related activities which will take precedence over other groups not related to school. No fees are charged for this group.

   Group II
   Nonprofit organizations and community-based organizations who serve Three Rivers School District students and are identified by the district as supporting and enhancing school district educational and athletic programs in alignment with district goals and priorities may use district facilities pursuant to facility use agreements with the district that address the payment of deposits, fees, costs, insurance, and scheduled use. No fee or reduced fee for this group.

   Group III
   All other organizations or individuals must enter into facility use agreements that address the payment of deposits, fees, insurance, scheduled use and be charged payroll and related costs based on the fee schedules established by the district. This group includes but is not limited to "for profit" youth organizations, non-profit or community-based youth organizations who do not meet Group II criteria, and all adult groups. Fee is based on hours used and if a TRSD employee is needed for clean up.

4. Groups II and III shall assume all liability for damage to buildings, contents, and/or grounds and agree to indemnify and hold Three Rivers School District harmless from any responsibility for said liability. The district reserves the right to require a certificate of insurance in the minimum amount of $1,000,000 from any group with district identified as additional insured;

5. The designated administrator may deny use of a facility when it is deemed not in the best interest of the district. They may also enter into no charge agreements with other public agencies or

educationally related professional groups' usage of district facilities when it is deemed in the best interest of the district staff or students;

6. Facilities usage requests must be submitted through the district website in a timely manner. If approved, an approval letter and invoice if applicable will be sent out.

7. Fees may be assessed for scheduled events that are not held and properly cancelled at least 7 days prior to the event. Groups who use facilities without scheduling may be asked to leave the premises and may be assessed a fee prior to future usage. Last minute bumping by Group I for scheduled Group II and III events will only occur in emergency or high-priority situations. In all other cases, priority will be given to Groups II or III whose event has been scheduled at least 60 days in advance unless otherwise given notice;

8. The site may assign a district representative to be on duty for any event at the cost of the user. The event planner must also provide a responsible representative to be on duty, on site, for the entire scheduled activity and provide adequate adult supervision for any youth activity;

9. Approval for use of school facilities shall not be considered an endorsement of a group or organization, or the views and purposes they represent;

10. The designated administrator may deny use of a facility when it is deemed not in the best interest of the district;

11. All groups must adhere to district safety guidelines which include but are not limited to air quality, heat index, and facility and equipment intended uses;

12. Use of any tobacco or marijuana products, including vaping, or alcoholic beverages is not permitted on school property;

13. The district is committed to safe and welcoming environments. All groups are responsible to provide an environment free of discrimination and harassment. All groups may not permit the use of derogatory or inappropriate names, insults, verbal assaults, profanity or ridicule this includes participants, coaches, parents/guardians, and spectators;

14. The facilities rental fees and deposits will be reviewed and updated periodically by the designated administrator. Deposits will be based on prior care of the facility and amounts of usage. Fee for facility use for Group III will $10 per hour for all facilities except the kitchen. The kitchen will be $20 per hour. If custodial is needed, there will be an extra charge.