Three Rivers School District

Code: KG-AR(2)
Adopted: 10/16/06
Orig. Code: KG-AR(2)

Rules Governing Community use of District Facilities

1. Application for the use of any building or ground district shall be made in writing to the building principal or to the district office (Form 121). Such application shall be signed by an adult who will be responsible for the care of the facility. The application shall state the organization's name, the purpose for the facility's use and the time of the proposed use.

    a. To assure reservations of the facility, application shall be in the principal's office far enough in advance to allow ample time to properly plan for the use of the facility, preferably 10 days before the date of use. If kitchen equipment is to be used, the request must be to the food service director no less than two weeks before the date of use.
    b. As with all other district contractual matters, an agreement to provide use of the district's facilities will automatically terminate with the end of the fiscal year; after review by the principal and/or district office, it may be renewed as appropriate for the next fiscal year.

2. After approval of the application, a contract agreement between the district and the community organization shall be drawn up and signed.

3. Payment, when required, for use of the district facility shall be made to the district's business office within one week after the facility has been used, unless special arrangements have been made previously. Payment shall be in accordance with the contract agreement and the schedule of charges approved by the Board.

4. Request for the cancellation of the agreement shall be made to the building principal or the physical plant office not later than one day preceding the scheduled use of the facility. A regular charge shall be made in accordance with the contract agreement and schedule of charges for the facility engaged and not used unless such notice to cancel is given.

5. The Board reserves the right to cancel at any time any and all agreements for the use of its facilities; the superintendent or his/her representative is hereby authorized to cancel at any time any and all agreements issued for the use of its facilities when he/she deems such action is necessary for the best interests of the district.

6. The superintendent is authorized to make reasonable exceptions to the rules and regulations covering the community use of buildings.

7. Any damages to district property (i.e., school grounds and buildings) shall be assumed by the sponsoring parties. The district facility shall be left in the same condition as found.

8. When any group uses district facilities, the district normally requires that one of its employees be present. This requirement may be waived by the principal, after consulting with the superintendent. An additional charge for district personnel will be administered when exclusive or overtime employment of school employees is required. The charge will be time and a half the employee's regular pay.

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9. When any group uses district kitchen facilities, the district requires that one of its food service professionals be present.

10. Groups or organizations granted the use of district buildings or facilities must confine their activities to that part of the building or facility for which the application was made.

11. Use of school gymnasium includes the use of dressing rooms, showers and lights. Towels to be furnished by the applicant.

12. Persons or groups using a gymnasium for recreational purposes shall be required to wear tennis shoes or gymnasium shoes.

13. The maximum number of people permitted in the various buildings or facilities shall be restricted to the fire marshal requirements.

14. The Board assumes no responsibility for properties left on the premises.

15. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted.

16. Nothing shall be sold, given or exhibited or displayed without permission. The use of school equipment is not included in the facility usage contract and is prohibited unless permission is obtained and all electrical equipment and arrangements shall be controlled by the Board or its representatives.

17. The Board or its representatives must have free access to all rooms at all times.

18. Rules of conduct for use of district facilities:

    a. Participants are not to enter the building until the time specified in the use agreement;
    b. All participants and accompanying audience are to remain in the agreed-upon area as described by the facility use agreement;
    c. The use is responsible for control of audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property;
    d. Harassment of district personnel by members of the scheduled groups will be the basis for the cancellation of the facility use agreement;
    e. Any complaints that users have are to be reported to the building principal;
    f. Use of tobacco is prohibited anywhere on school property, including in private vehicles;
    g. Use, possession or sale of alcoholic beverages and illegal drugs is prohibited anywhere on school premises, including private vehicles;
    h. District programs have priority on the use of facilities and may cause cancellation of use by outside groups. Every effort will be made to give at least 48 hours notice. Known conflicts should be listed when use agreement is prepared.

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Facility User Indemnity Agreement/Waiver of Insurance

This agreement is entered into between the Three Rivers School District (hereinafter "district") and the undersigned user of district facilities (hereinafter "user").

For the purposes of this agreement, "facilities" shall mean all premises, facilities and areas, whether permanent or temporary, that are owned, leased or managed by the district.

By signing this agreement, the user acknowledges an understanding that the usual activities of district facilities may have consequences to users of the facilities that are unforeseen and unanticipated by the district.

The user understands that use of district facilities may result in bodily injury to the user or loss or damage to the user's property from both obvious and hidden dangers.

The user agrees to waive any claim against the district for bodily injury or property loss or damage the user may sustain by reason of the use of district facilities under this agreement.

The user agrees to use reasonable care while using the district's facilities so as to not cause unreasonable risk of harm to other people or property.

The user agrees to indemnify the district from all liability for bodily injury or property loss or damage arising from negligent or intentional acts of the user, against other people or property, while using district facilities.

This agreement is entered into by the user in consideration of the use of the facilities without payment to the district of a fee for insurance coverage.

The user agrees that there are no other agreements or understandings with the district regarding its facilities and an alteration of this agreement must be in writing and signed by the district superintendent.

Dated this_____ day of _____, _____.

User Information

Name of group or organization _____

Name of person _____

_____

Signature

Telephone _____ Address _____

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Rules of Conduct for Use of School Facilities

- All groups will provide adequate and appropriate supervision.
- Any organization sponsoring the use of the building or grounds shall assume all liability for any accidents that occur upon the grounds or in the buildings.
- Participants are not to enter the building until the time specified in the facility use agreement.
- All participants and the accompanying audience are to remain in the agreed upon area as described by the facility use agreement.
- Use, possession or sale of alcoholic beverages or illegal drugs is prohibited anywhere on school district property. Tobacco use in any form is prohibited anywhere on school district property. This also includes any usage of these substances inside private vehicles.
- Profanity, vandalism or other misbehavior will not be tolerated.
- The user is responsible for control of the audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property.
- Harassment of school district personnel or other users of the facility will be cause for the cancellation of the facility use agreement.
- If a group leaves a door open or unlocked, they will be charged a fee and/or damages. There will be a charge for failure to return a key in a timely manner.
- Unauthorized use of the district's facilities or failure to comply with all the conditions of the facility use agreement or policy may result in cancellation of the agreement and denial of any future use.
- The building and grounds being used are to be left in good condition. Litter and spills are to be cleaned up by the user or a fee will be charged.
- Abuse of gym equipment such as backboards, rims, nets and bleachers will not be tolerated and may lead to the cancellation of the facility use agreement.
- School district programs have priority on the use of facilities and may cause cancellation of use by outside groups.
- Programs that serve the district's students will have priority over adult programs when scheduling facilities.

I have read and agree to these rules.

Group or organization _____

Signed by: _____

Date: _____

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