

The use of school buildings and facilities by community groups will be permitted and encouraged when such use is of a nature that is to the best interest of the community. It shall be the policy of Minidoka County Joint School District No. 331 to cooperate with these groups and to encourage them in accomplishing their objectives that are sponsored in the best interest of the community. The Board of Trustees reserves the right to deny use of any school district facility to any organization not complying with the regulations adopted by the Board.

Provisions

The following provisions shall be used to comply with this policy:

1. General

- a. The renting of school facilities will ordinarily be on a first come first serve basis for eligible organizations, except that school – related activities shall have priority.
- b. School facilities will not be rented on holidays or in the event of a school emergency closure.
- c. Facilities will be used strictly for those purposes for which they are designed.
- d. Rentals will genuinely generally not be available during summer months because of summer maintenance.
- e. Summer athletic field use should be scheduled by June 15th.
- f. The District retains the right to cancel or terminate any and all activities due to an emergency situation.
- g. A master calendar will be used set to avoid conflicts with scheduling.
- h. All school activities that use school facilities must be scheduled on the building master calendar (activities include; all sports, clubs, plays, group meetings, fundraisers, camps, open gym, weight room use, etc.).
- h.i. A custodial deposit may be required of any group and will be returned if the facilities are left in good order, as determined by the building principal or designee.

2. School Related Groups

- a. Schools and school facilities may be used by school organizations through consultation with, and approval of, the principal or designee of the building involved, and once approved, shall be added to the building master calendar.
- b. Parent Teacher Associations may hold their regular monthly meetings at school facilities without charge.
- c. Activities directly related to school, school, (i.e., staff in service meetings/ trainings, student body assemblies, pep rallies, student body elections, school sponsored clubs, plays, athletic or music events. PTA/ PTO functions and district athletic organizations) will have no fee for facility use.

- d. Adult education classes, extension classes, evening classes held for the betterment of the community and sponsored by the school district, the State Department of Education, the University of Idaho, Idaho State University, or any recognized college, shall not be charged for classroom space.

3. Non-School Related Groups

- a. Organizations such as Boy Scouts, Girl Scouts, Campfire Girls, School Clubs, Coaches Clinics, Summer Camps and other recognized youth groups may use the buildings without charge provided they are properly chaperoned and provide proof of liability insurance. This includes any use of facilities at times when it does not interfere with the normal function of the school and when the custodian is on duty. At any other time, a rental fee shall prevail along with a custodial cleaning fee and a minimal District insurance fee (unless proof of insurance is provided).
- b. Organizations composed of small numbers of people such as farm groups, civic groups, religious groups, fire or irrigation districts or any other non-profit group who desire an occasional meeting may be granted the use of a classroom or auditorium gratis provided it is held at a time when it does not interfere with the normal function of the school and when the custodian is on duty. At any other time, a rental fee shall prevail, ~~along with~~ a custodial cleaning fee and a minimal insurance fee (unless proof of insurance is provided).
- ~~b.c. Private party functions such as weddings, family reunions, etc. will be charged a rental fee and custodial charge if hours are outside regular school schedule.~~
- ~~e.d.~~ No charge will be made for any school building as a public polling place.

4. For Profit/ Commercial Groups

- a. Commercial groups, private party functions, political rallies or promotions by organizations and/ or individuals for profit making or fund raising or when using buildings as a rental facility. ~~Private party functions such as weddings, family reunions, etc. will be charged a rental fee and custodial charge if hours are outside regular school schedule.~~
- b. All groups must provide a liability and property damage insurance. Proof of insurance must be received prior to the date of the event or effective rental date. If the group does not have insurance, they may purchase District insurance for a minimum fee.
- c. All groups must complete Minidoka County School District Facility Use Agreement Form prior to the date of the event or effective rental date.
- d. All groups must complete Minidoka County School District Waiver or Liability and Indemnity Agreement prior to the date of the event or effective rental date.

5. Kitchen Usage

- ~~a.~~ Any non-profit group may use the kitchen for serving coffee, punch, cookies, etc., free of charge provided no ~~large~~ kitchen equipment is used. If the kitchen is not cleaned when leaving, a fee will be charged. ~~Where large kitchen equipment is used, a lunch room employee must be on duty and is to be paid by the scheduling group.~~

- ~~b. Organizations must fill out Facility Use Agreement form prior to date of event and~~
~~c.a. _____ coordinate with building Principal or designee.~~

~~d.b.~~ When any group uses the kitchen to prepare food or use kitchen equipment in any school building, an additional fee shall be charged, and the school lunch manager or his/her designee assigned to that kitchen shall be employed by the group to take care of the kitchen. The salary of the employee will be in addition to the rental fee of \$50.00. The group will pay the salary directly to the school and forwarded to the District Office.

6. Use of Athletic Fields

- a. The athletic fields are to be used only for the purpose for which they were designed and are maintained. Requests for exceptions are to be handled individually upon merit, through the principal of the school involved.
- b. Commercial sponsored radio broadcasts of athletic events are permitted through arrangement with the principal of the school or schools involved provided that they are not in violation of (Idaho High School Athletic Association) IHSAA guidelines.
- c. Out of town athletic teams may use athletic fields for the cost of operation provided the use of same does not interfere with local use.

~~Renters~~ Those using any athletic fields shall not make any alterations, additions, or improvements to the premises or any part thereof at any time.

7. Use of Equipment

- a. It shall be the policy of the schools not to lend technology equipment. The only exception to this would be as a joint venture with either civic or other public supported institutions. In any event, such a venture must be handled through the building principal or designee. Building staff exemptions may occur in accordance with building principal or designee.
- ~~b.~~ The same regulations apply to school owned trucks, pickups, etc.
- ~~b.c.~~ If additional equipment (tables, chairs, risers, etc.) is needed from other buildings, there will be a fee charged.

8. Custodial Usage Support

- a. If facilities are used on weekends or at such a time as custodians are not regularly on duty or additional services are required by the custodians, the cost of the custodial service at an hourly rate established will be charged to scheduling organization.
- ~~b.~~ All custodians must be compensated according to their negotiated labor agreement and paid through district payroll system when employed by the District to cover an event.
- ~~b.c.~~ If an event, not affiliated with the District, choses to pay district employees directly, such arrangements must be approved as part of the Facility Use Application.

9. General Requirements for Building Use

- a. Requests for the use of all school facilities by outside organizations shall be made to

- the principal of the school involved. Time and dates shall be approved by the principal. All such requests must be signed by the person responsible for the agency applying [using form 420.00F](#). Any requests for use of facilities must be made at least ten days ahead of event.
- b. The principal or designee is responsible for arranging the custodial service and HVAC [adjustments](#), if necessary. At the end of each month the principal shall report to the Maintenance Supervisor, the number of hours of custodial service required, the number of hours the building was used, and by whom. In case of damages to the building or facilities at the time of use, the principal will advise the Maintenance Supervisor in the same report.
 - c. Keys to school buildings and other school facilities may be issued only to employees of the ~~school-d~~District and [will not be](#) lent to others such as friends or relatives.
 - d. There shall be no alcoholic beverages brought to or consumed in any school building or upon the school property. No smoking ~~whether including~~ electronic cigarettes, vapor, or chewing tobacco, [shall be](#) allowed under the Drug Free School Policy [830.40](#).
 - e. ~~The Board of Trustees, in cooperation with the county commissioners, the city councils, and the city recreation departments, shall establish policies to guide the administration of these respective agencies in the joint use and development of county and city recreational facilities. Such policies might include the acquisition of sites, planning of new construction and use of buildings and grounds.~~
 - e. All groups and organizations who are allowed to use District facilities shall be required to indemnify and hold harmless the district, the Board, and all employees of the district against any and all claims, liabilities, damages, losses, action, or cause of action that may be sustained to persons or property resulting from the occupancy and use of district facilities and/or equipment.
 - f. No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace, or damage to property or for any purpose prohibited by law.
 - g. No access to other rooms or equipment in the building shall be permitted unless designated by [the approved](#) Facility Use Agreement and coordinated with building principal or designee.
 - h. Unsupervised students and unauthorized individuals may be asked to leave school premises by District employees including custodial staff. After school participants should remain in contracted areas. Restroom facilities immediately adjacent to gym or multipurpose rooms should be used. Storage room equipment should not be used unless coordinated by building principal or designee.
 - i. If a group or individual exhibit undue disorder or disregard for school property, the school reserves the right to suspend or revoke privileges for facility use.
 - j. Organizations and those working with the event must familiarize themselves with the fire exits and locations of fire extinguishers. Exits must not be blocked. Chairs and tables should not exceed the limits of the space and should not be placed in aisles or

doorways. Extension cords are not to pose a safety hazard. Hallways should be kept clear.

- k. Individuals using school facilities after school hours should be aware of and in conformity with all fire and life safety regulations and evacuation procedures in case of an emergency.
- l. Weight rooms are only to be used with adequate adult supervision and under the direction of building principal or designee.

10. Property Damage

- a. Damage to a school building, equipment, furniture, or fixtures, whether willful or through negligence, shall be paid for in full by the person or persons involved, or if children, by the parents. The principal and or supervisor should make the estimate of the damage done. If any equipment is damaged beyond repair it shall be replaced.
- b. Any school or non-school organization using school facilities shall be held accountable for all damage done during the time the facilities are in use.
- c. Those securing approval for the use of the building shall be held accountable and responsible for the damages, and shall assume responsibility for payment of damages done.

11. Fees

- a. District/School related groups may use facility at no charge, [however a Facility Use Form must still be completed and approved.](#)
- b. Non-Profit Organizations/Groups may use school facilities without charge, provided —they show proof of non-profit status.
 - [Groups must still provide proof of insurance, or a District insurance fee will be charged.](#)
 - [There will be a cleaning/custodial charge assessed if appropriate and during times when no custodian is on duty. deposit required which will be returned if no custodial services are necessary \(i.e. the facility is left in good condition\).](#)
 - [If custodial services are expected or required, they will be charged as listed below.](#)
 - [These guidelines also apply to District employees who want to use the facility for personal, non-profit use.](#)

c. For Profit or Commercial Organizations/Groups:

- High School Auditorium \$~~200~~[360](#).00 per day
- High School Athletic Fields/Track \$~~50~~[350](#).00 per day
- [Minico](#) Outdoor Lights- additional \$20.00 per hour
- High School Classroom \$~~25~~[130](#).00 per day
- High School Gymnasium \$~~300~~[340](#).00 per day
- Junior High School Commons \$~~50~~[130](#).00 per day
- Junior High School Classrooms \$~~25~~[130](#).00 per day

- Junior High School Auditorium \$~~100~~270.00 per day
- Junior High School Gymnasium \$~~100~~270.00 per day
- Elementary School Commons \$~~50~~130.00 per day
- Elementary School Classroom \$~~25~~130.00 per day
- Elementary School Gymnasium \$~~50~~225.00 per day
- Kitchen Charge (plus a \$50.00 fee) \$~~50~~225.00
- Custodial Charge in addition to above charges \$25.00 per hour
(2-hour minimum)(Twin Falls includes)

- d. The above rates will be figured at one and one half (1 1/2) times the rate on Saturday evenings and two (2) times the rate on Sunday.
- e. Lights/utilities are included in the rental rates for indoor activities, but there is an additional charge for outdoor (night) use of lights of \$20.00 per hour to cover the demand and utility expense for each field/track used.
- f. Groups requesting the use of special equipment shall pay an additional fee of ten dollars (\$10.00) for the use of such equipment. If a school employee is required to operate such equipment, the salary of said employee will be paid by the group requesting such service. The salary will be paid directly to the school and forwarded to the District Office.
- g. Any organization using school buildings must assign one person to be in charge and be accountable for supervision of ~~his-the~~ group and be responsible for all actions of that group.
- h. The rental of any part of building or grounds for the purpose of money making projects must be negotiated among the parties involved, the Building Principal and Superintendent or his/her designee, based upon the merits of the activity. The Building Principal, Vice Principal, or designee, is the only person authorized ~~personnel-of-in~~ the building to rent the facilities of that building.
- i. Pre-arranged long term rental for leagues within the School District will be forty dollars per night for a minimum of twenty (20) nights or \$800.00.
- j. Early morning community groups using school facilities will be required to pay \$10 per week
- k. All fees will be collected by the school prior to the event or use, documented properly, and forwarded to the District Office.

LEGAL REFERENCE: Idaho Code 33-601, 33-602
ADOPTED: Original Adoption Date Unknown
RATIFIED: August 21, 2006
AMENDED/REVISED: May 21, 2009, July 19, 2010; May 18, 2015;
 November 21, 2016
REFER TO FORMS: 480.00F1, 480.00F2

- Security Deposit - returned if clean
- District Insured - Minimal
- Communication
- Approval Process
- Fee Assessment & Collection