

Community Use of School Facilities - Facility Use Applications

Facility Use Applications:

School Facilities are primarily used to provide an educational program that promotes the welfare and education of students. From Time to time, community use of school facilities and equipment is permitted when it promotes the attainment of positive educational, cultural, recreational, and social or civic goals and values of the community.

Applications requesting use of ~~the~~ a school facility must be submitted to the ~~Facilities Office~~ Superintendent or designee at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

- a. The activity should not interfere with the schedule of normal activities of the school or district.
- b. The content of the activity should be reasonably appropriate in a school setting.
- c. The event is not in conflict with the health and safety of the District or community and does not violate any federal, state, or local ordinance.
- d. The user agrees to follow all health and safety protocols outlined by the District.

~~The r~~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.

For available facilities and times, please contact the front desk of the school you wish to reserve space. ~~view the school district web site at~~ www.sd83.org.

Application Chain:

Building Front Desk / Principal - Community members / organizations may inquire about availability of facilities specific to each building. (during the time the school office opens in the summer and closes in the spring)

Superintendent or Designee (Operations Director or other designated staff) - Facility Use Application must be submitted to superintendent or designee at least 10 days prior to the desired dates of facility use.

Director of Finance will process payment and provide final approval once payment is received.

Right to Decline Use:

The use of the school premises will be denied when, in the opinion of the Superintendent or designee, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure. The building principals reserve the authority to deny use of the District facilities for good cause.

Fees/Rental Costs:

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually.

Categories Defined

For rental purposes, ~~the~~ organizations seeking the use of the school facility have been divided into three categories, please see 4210F for all fee amounts:

Category 1

~~Groups in this e~~Category 1 ~~are basically is composed of~~ community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are non-paid adults and whose main purpose is to in some way educate the youngest member. ~~These~~ Category 1 groups will not be charged a rental fee for the use of ~~the buildings~~ school facilities. However, they will be charged custodial fees should their use of the facility require man-hours beyond those which the custodial staff would have needed had the building not been used by the community group.

Category 2

~~This e~~Category 2 includes community non-profit organization with IRS Section 501- (c) 3 status (IRS numbers) and community groups of people whose leaders, advisors or coaches are paid adults who wish to use facilities owned by the school district which may require membership dues of entrance fees for lectures, promotional activities, political rallies, entertainment, college courses, athletic groups, exercise groups, dance groups, church services or church activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate, which will recover utility, capital expense, maintenance, energy and overhead costs for the use of the facility. Should there be custodial costs incurred as a result of the use, additional custodial costs will also be charged.

Category 3

~~This group~~ Category 3 shall include for-profit organizations not ~~listed~~ defined in Category #1 or Category #2 and non-profit organizations from outside the community

The following Custodial Fees apply:

1. \$20 when the custodian is required to open and close the building, but is not required to supervise or clean after the activity. At no time will a custodian supervise the activity.
2. When a custodian is required to open, clean, and close an area, they will receive the appropriate overtime rate based on the standard rate of pay for each employee. The custodian must arrive one-half hour before the meeting starts, to ensure appropriate building use, clean as needed, and secure the building at the close of the activity.

Fees will be invoiced ~~and~~ to the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment. All fees/charges must be submitted ~~to the Facilities Director~~ before the facility use application is approved ~~is used~~ or the renter will not be allowed to use the building until all fees/charges have been paid in full.

School Equipment: *(This section was moved from behind insurance coverage.)*

Each group is to use its own equipment, not that of the school unless special arrangements are made in advance. Under no conditions shall materials or equipment be taken from students' lockers or desks.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-district personnel unless otherwise provided for in policy. All equipment used must be thoroughly cleaned and disinfected by the user.

Proper and accepted footwear shall be worn to ensure care of gym floors. Use of the gym can be cancelled immediately if not observed.

Tables and Chairs:

The District will charge a pre-paid fee of \$5 per table per day and 50 cents per chair per day to all community individuals or non-public agencies using these items off school premises. The renting individual or agency will also pay for any district costs associated with transporting these items, as well as all costs for replacement of any items lost or damaged during use. The funds

collected for rental of these items will be placed in an account for purchase of replacing tables and/or chairs. District personnel and the renting individual/agency will inventory the number and condition of all items when they are taken and when they are returned to the district.

Keys/Card Keys:

Arrangements for Open/Close are the responsibility of the User and must coordinate with the Facilities Director at least one week prior to the first requested date of facility use. Keys will be provided by the building principal's office. There is a \$15 refundable key deposit, which will be forfeited if the key/card key is not returned on the agreed upon date entered on the Facility Use Agreement - 4220. If keys are not returned the Facilities Director is to be contacted immediately to deactivate card keys.

During approved activities by outside groups only authorized personnel may allow admittance to any building. The building principal for one-time use may give out keys. No non-school person may have a building key on a semi-permanent or permanent basis.

Insurance Coverage:

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000 and a \$2,000,000 aggregate limit. A Certificate of Insurance for the policy, naming the West Bonner County School District as an additional insured, ~~may also be~~ is required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event. All non-school groups must have proof of liability insurance on file at the District Office.

Each group is responsible to see that only its members are admitted.

Groups or individuals who use school property are responsible for any and all people they admit during their rental time. It is ~~recommended~~ required that groups limit access to facilities to their group or provide a person to monitor activity by members of the public who just show up. In any case, the renting group will be held responsible for the behavior of all people during their rental time.

Inventory of Facility/Equipment:

The District or organization renting the facility may create an inventory, including a graphic record to assure the facility/equipment is left in usable condition without repair needing to be made after use.

Supervision:

At least one District employee must be on hand, paid for by the community organization, when in the opinion of the Superintendent or designee it is necessary to supervise the individuals and

protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the District for the salary of the employee.

~~No school building or facility shall be used for any purpose which could result in Activities prohibited by law as well as picketing, rioting, disturbing the peace and school operations are not permitted or allowed as these acts may cause , or damage to district facilities and/or equipment property or for any purpose prohibited by law.~~

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage:

Because of the value of the District's playing fields and the community's total recreational opportunity, all residents may use the fields. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damage or undue wear or pose a hazard to children or others. Activities, which endanger others or cause damage to field and lawns, are prohibited. Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to obtain restitution for the damage.

The following applies to all District outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
2. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:
 - a. If field conditions are such that play is not recommended, the facilities Director shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible.
 - b. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the Facilities Director.
3. All equipment items the rental group desires must be listed on the rental agreement.
4. Requests for night rentals will be reviewed on a case-by-case basis.
5. Rental Groups are responsible for picking up trash at the field. If custodians are required for clean up rental groups will be assessed a custodian fee.

Fees:

All fees collected by West Bonner County School District from community use of the facilities will be designated to the school in which the facilities use takes place.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.

I.C. § 33-602 Use of school property or buildings for senior citizen centers
Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

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