

REGULATIONS FOR COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT

The following regulations are designed to insure equitable treatment of all individuals and groups desiring to use these facilities and to protect the community's investment.

- A. School facilities are designed primarily for school purposes and may be used without charge for meetings of pupils, teachers, alumni associations, and other organizations affiliated directly with the school.
- B. School meetings shall have precedence over all others.
- C. Application for public use of school facilities shall be made to the superintendent. A \$50.00 check will be deposited with the administration and if there are no damages, the check will be returned to the user. Before granting any application, the superintendent shall require information as to the specific use to be made of the building to insure that such use is in accord with board policies. He shall also obtain the signature of two responsible citizens connected with the organization asking permission to use the facility of any school. These citizens shall agree to be personally responsible for any damage to property other than ordinary wear and tear and for the strict observance of the rules and regulations governing the use of any facility. Any application may be rejected by the board and any permit previously issued may be cancelled if the board deems such action to be in the best interest of the school district.
- D. Sufficient supervision shall be provided by those to whom the accommodation is granted to insure good order, the protection of property, and the prevention of persons wandering around the building or being on the school premises elsewhere than in the room or facility engaged.
- E. Gymnasiums or other special facilities shall be used only by persons qualified to use and care for any equipment or apparatus contained therein. If any group does not qualify under this provision, such group shall employ a member of the school staff who shall be able to perform such duties. Payment to such individuals shall be made over and above any rental charge.
- F. No fixtures or equipment shall be moved except by permission of a school administrator and under his supervision.
- G. Smoking in school facilities is prohibited.
- H. School furniture and equipment shall not be loaned to non-school groups without approval of the superintendent or building principal.
- I. Rental fees are to be paid in advance and in accord with the following schedule:

Large Gym:

\$20.00 - 2 hours or less
\$30.00 - 2 to 4 hours
\$50.00 - 5 to 8 hours
\$10.00 - per hour for over 8 hours

Small Gym:

\$15.00 – 2 hours or less
\$25.00 – 2 to 4 hours
\$45.00 – 5 to 8 hours
\$ 7.50 – per hour for over 8 hours

Auditorium:

\$10.00 - 2 hours or less
\$15.00 - 2 to 4 hours
\$25.00 - 5 to 8 hours
\$ 5.00 - per hour for over 8 hours

Kitchen:

\$10.00 - 2 hours
\$15.00 - 2 to 4 hours
\$25.00 - 5 to 8 hours

Classrooms:

\$ 5.00 - 2 hours
\$10.00 - 2 to 4 hours
\$15.00 - 5 to 8 hours
\$ 3.00 - per hour for over 8 hours

Equipment: Video equipment and other school equipment used will also require a contract, a fee, and a deposit.

Additional charges will be assessed for a supervisor if the kitchen is used and for custodial fees. This payment is to be made by the organization or individuals using the facility and to be paid at the time of use. If the user is from outside the school district, an additional charge may be assessed. No charge other than custodial fees will be made for use of school facilities when the organization does not charge admission or is using the facilities for a fund-raising project for charitable reasons.

- J. The principal, school custodian or other persons appointed by the superintendent shall be responsible for opening and closing of the building for events that take place therein.
- K. Individuals associated with the schools shall not use school facilities for private gain.
- L. Any extended use of school facilities on a regularly scheduled basis must be submitted for board approval. Each such request will be considered on its individual merits.