

Use of School Facilities

Facility Use Request forms are available at the individual schools and the district office. They are to be filled out properly and returned to the building where space is requested. The building administrator will determine the appropriateness of the event and approve room assignment.

After doing this, the administrator/designee will forward the request to the superintendent with his/her approval or disapproval indicated. The request will be reviewed by the superintendent/designee.

Invoice will be issued for any district determined costs at the appropriate time and rate.

The district recognizes the following groups for facility use:

1. Group I: Groups Granted Free Use of District Facilities

The following groups, organizations or activities will be granted free use of district facilities providing such use shall in no way interfere with or be detrimental to school functions. Such free use will be limited to those times when a district employee is on regularly scheduled duty. A charge will be made for the use of the facility when a district employee is required to be present or when extra heating, utility costs or cleanup are incurred beyond the normal operating hours.

- a. Parent club meetings and activities;
- b. After-school district sponsored activities;
- c. Boy Scouts;
- d. Girl Scouts;
- e. 4-H Clubs;
- f. Police Department activities;
- g. Fire Department activities;
- h. Wellness activities for district employees only;
- i. Fund raising activities for educational, athletic or fine art purposes benefitting district students;
- j. Educational meetings or conferences which benefit the district;
- k. Other youth sports;
- l. Other groups or organizations may be added at the district's discretion.

2. Group II: Groups Granted a Reduced Rate for use of District Facilities

The following groups, organizations or activities will be granted a reduced rate for use of district facilities;

- a. Adult athletics;
- b. Adult recreation classes;
- c. Schools other than those in the district (for nonprofit activities);
- d. Other groups or organizations may be added at the district's discretion.

3. Group III: Groups Expected to Pay Regular Rate for use of District Facilities

The following groups, organizations or activities will be expected to pay regular rate, as prescribed by the district's fee schedule.

- a. Political organizations;
- b. Commercial organizations;
- c. Religious organizations;
- d. Professional organizations;
- e. Fraternal organizations;
- f. Social groups;
- g. Recreational groups not identified as a group granted a reduced rate;
- h. Fund raising activities where the net proceeds are identified and retained for the direct benefit of the patron;
- i. Schools other than those in the district for profit-making activities;
- j. Other groups or organizations may be added at the district's discretion.

Groups II and III shall assume all liability for damage to buildings, contents and/or grounds, and agree to indemnify and hold Brookings-Harbor School District 17C harmless from any responsibility for said liability. The district reserves the right to require a certificate of insurance in the amount of \$1,000,000 from any group with district identified as additional insured.

The superintendent or his/her designee may 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 staff or students.

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

The superintendent or designee may deny use of a facility when it is deemed not in the best interest of the district.

Use of district facilities by individuals or groups from outside the Curry County area shall be subject to advance deposits per rate schedule.

Use of tobacco products or alcoholic beverages is not permitted on school property.

The facilities rental fee will be reviewed and updated periodically by the superintendent or his/her designee.

Facility Usage Fee

Facility	Group II	Group III
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High School

Gibney Center	\$20 per day	\$200 per day
Gymnasium	\$20 per day	\$200 per day
Auditorium	\$20 per day	\$200 per day
Cafeteria	\$20 per day	\$200 per day
Library	\$20 per day	\$100 per day
Classroom	\$20 per day	\$20 per hour

Middle School

Gymnasium	\$20 per day	\$200 per day
Multipurpose Room	\$20 per day	\$200 per day
Library	\$20 per day	\$100 per day
Classroom	\$20 per day	\$20 per hour

Elementary School

Gymnasium	\$20 per day	\$200 per day
Multipurpose Room	\$20 per day	\$200 per day
Library	\$20 per day	\$100 per day
Classroom	\$20 per day	\$20 per hour

Athletic Fields

Any single field	Clean-up fee possibly	\$100 per day
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*A \$28 per hour custodial fee may be charged to any group.