

Corbett School District 39

Code: **KG-AR**

Adopted: 3/13/91

Reviewed: 1/27/99; 3/09/11, 6/15/11;
9/18/13; 10/21/15; 4/20/16;
12/21/16

Orig. Code(s): KG-AR

Regulations Regarding Facility Use

Philosophy Statement

It is the belief of this Board that district facilities, associated with the school district, are community property and the Board has the responsibility for the care and management of these facilities. Because of this belief, there is a rental fee for the reasonable use of the facilities by community groups. Nonprofit and for-profit groups will be charged facility use fees for opening and closing costs, supervision by staff (if assigned) or kitchen use so as not to burden the district with extra costs.

District Rights

1. All persons and groups using district facilities are subject to the rules and regulations established by the Board.
2. The district reserves the right to refuse use of district facilities and grounds to persons and groups whose previous use of the facilities and grounds has resulted in nonpayment or abuse of the district property.
3. The district reserves the right to cancel, at any time, any and all permits issued for the use of any school building or its facilities, when deemed necessary to the best interests of the district.
4. The superintendent is authorized to make reasonable exceptions to the Board's rules and regulations covering the civic use of buildings.
5. The district requires that groups requesting use of a district facility obtain a certificate of liability naming the district as an additional insured.

Usable School Facilities

1. Usable building areas will be designated by the principal and/or his/her designee.
2. Kitchen facilities can only be used for activities outside of normal school use if a school cook is there to supervise and assist at the current regular wage rate, with a minimum of two hours. If a cook is a part of the using group and is willing to donate his/her time to the group, the kitchen fee will be waived.
3. Playground and athletic fields may be used with permission granted by the superintendent or his/her designee.

Rules and Regulations

1. Use of the building facilities will ordinarily be scheduled between 6:00 p.m. and 10:00 p.m. Weekend use will be arranged by the superintendent or his/her designee.
2. All groups desiring the use of district facilities for activities are to be familiar with the district's rules and regulations and must make written application to the facility use coordinator. Application forms are available from the facility use coordinator and should be submitted at least one week prior to the requested date.
3. On the facility use form a person from the group must be designated as the person responsible for supervision. The following expectations for this person are:
 - a. To provide for adequate adult supervision when there are activities involving children;
 - b. Restore the facility space to the original cleanliness and order;
 - c. To report any damage to the room or equipment and provide for the replacement or repair of the damage to the satisfaction of the building principal.
4. School activities have top priority in scheduling usage. Community youth groups will have priority over other community requests except when annual events have been scheduled.
5. The use of tobacco or vaping products is not permitted in any building.
6. Drugs and alcohol are not permitted on the district grounds at any time.
7. Printed material may not be sold or distributed in any manner on district property unless it is part of the basic school program or has been approved by the school administration.
8. The facilities may not be used for private parties (e.g., wedding receptions, birthday parties, family reunions, etc.).
9. The facilities may not be used for conducting a profit-making business unless approved by the superintendent and only if an educational or charitable purpose is served.
10. No district-owned equipment will be loaned out, rented or otherwise used by nonschool groups unless permission is granted by the superintendent or the superintendent's designee.
11. Pianos or PA equipment are not to be moved from one building to another except by those who are properly equipped and experienced. The cost for moving this equipment will include a retuning charge for pianos and/or a damage assessment.
12. Furniture shall not be moved from room to room without the permission of the principal of the building.
13. The district will not provide extraordinary services for nonschool groups such as setting up or taking down chairs, excessive cleaning or stage setup, however, groups may arrange for these services to be provided by the district at the district's discretion.

Rental Expenses

1. No facility rental charge will be billed to school groups.
2. No opening or closing charges will be levied if the using group has a district employee within the group who is willing to do it for them.
3. When deemed appropriate, the superintendent or his/her designee may assign a district employee to supervise the facility during the entire time of use at the expense of the organization using the facility. If an employee of the district is a member of the organization using the facilities, and is willing to do the work, there will be no charge for supervision.
4. All groups will be required to adhere to the attached fee structure unless the superintendent makes an exception based upon benefit to the district and district students.

Fee Structure (see definitions of groups)			
Group Type	School Groups	Not-for-Profit Groups	For-Profit Groups
Facility	None	\$25/hr	\$50/hr
Opening/Closing (Weeknights)	None	None	None
Opening/Closing (Weekends)	None	\$25	\$25
Kitchen**	\$25/hr	\$25/hr	\$25/hr
Supervisor	None	\$25/hr	\$25/hr
Parking Lots (per lot)	None	\$25/day	\$50/day

**These fees include cook's wages. There is a 2 hour minimum.

Special Activities

1. Alumni Basketball – There will be **one** Alumni Basketball tournament during the year.
2. Fourth of July community activities – A sponsoring group shall be placed in charge of assigning groups to the school facilities. The sponsoring group will sign an “Agreement of Use Contract” with the district before use will be approved.

Fee Structure Guidelines - Definition of Groups:

1. **School Groups:** Groups which are authorized, organized, controlled, and financed by the Corbett School District or groups who work in association with the school district.
2. **Not-for-Profit Groups:** Groups established within, or whose majority membership resides within the district boundaries and whose purpose it is to provide recreational, educational, educational civic, or charitable services.
3. **For-Profit Groups:** Groups or individuals, who operate for the purpose of private gain.

Facility Use Guidelines for Payment

(Your help and cooperation will make things run smoother and lessen the work of office staff who track payments)

1. Cash or checks only. Checks made payable to Corbett School District.
2. Returned checks will result in a “cash only” policy after only one instance.
3. Payment is due at time of use and can be brought to the district office.
4. If space is scheduled for an extended period of time (several weeks) payment can be made on a monthly basis. If more than one month passes without a payment there is the risk that the reserved space will be forfeited.

**Corbett School District No. 39
Application and Permit for Community Use of District Facilities**

Today's Date: _____ Name of Organization: _____

Address: _____

Telephone: _____ Email: _____

Organization's person responsible for supervision during use: _____

Have you read the Administrative Regulations regarding facility use and attached your certificate of liability? Yes No

Propose: _____

Date(s) Needed: _____ Hours of Use: _____

Facility Requested: MS Commons Grade School Gym Parking Lots:
 HS Commons High School Main Gym GS/MS/HS Gym
 Multi Purpose Building/Stage High School Back Gym Other
 Multi Purpose Building/GS Cafe

Equipment Needs: Include instructions/drawing if special set-up required. Note Facility Use Regulations 3.10-3.13.

FOR OFFICE USE	Group Type:	School Groups	Not-for-Profit	For-Profit
	Fees*: Facility	None	<input type="checkbox"/> \$25/hr.	<input type="checkbox"/> \$50/hr.
	Opening/Closing (Weeknights)	None	None	None
	Opening/Closing (Weekends)	None	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
	Kitchen (2hr. minimum)**	<input type="checkbox"/> \$25/hr.	<input type="checkbox"/> \$25/hr.	<input type="checkbox"/> \$25/hr.
	Supervisor	None	<input type="checkbox"/> \$25/hr.	<input type="checkbox"/> \$25/hr.
	Parking Lots (per Lot) GS/MS/HS Gym Lot	None	<input type="checkbox"/> \$25/day	<input type="checkbox"/> \$50/day
Jeff Lucas Memorial Veterans Stadium: Use fee will be negotiated on a individual basis.				
* A request for fee waiver can be submitted to the facility use coordinator. The superintendent may modify or eliminate the fees based upon benefit to the district and district students.				
** Note: These fees include a cook's wages. There is a 2-hour minimum.				

AGREEMENTS:

- The district requires that groups requesting use of a district facility obtains a Certificate of Liability naming the district as additionally insured.
- Proper care and supervision will be provided for the use of the building facilities and contents as assigned.
- All rules and regulations of the district and individual schools will be adhered to by all facility users.
- Any damage to the facilities or equipment will be reimbursed to the district by the using group.
- All groups using the facility must have an open membership without any restriction for race, color, or creed.
- If school campus is closed due to inclement weather events will need to be rescheduled.

GYMNASIUM: The gym is to be left in the same manner as it was upon arrival (clean floor surfaces, trash discarded, bleachers clean). If spectators are involved, please observe the rules posted on the gym doors (no open containers of liquid, spectators walk only on red boundary areas). Please secure the building upon leaving the area.

By signing, you and your organization accept the agreement and fees as outlined above.

Name: _____ Title: _____

Permit Approval Date: _____ Facility Use Coordinator: _____

See other side for PAYMENT GUIDELINES.