

# Dallas School District 2

Code: **KG-AR**  
Adopted: 8/26/02  
Readopted: 9/08/08

## Community Use of School Facilities and Equipment

### I. GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT:

The following facilities shall be scheduled through the City of Dallas-Recreation District at such available times other than regular school use:

Tennis Courts	High School Football Practice Fields #1, #2
LaCreole Track	LaCreole South Field #1
Lyle Ballfields #1, #2, #3, #4	Oakdale Fields

Rental rates for the above listed facilities shall be set cooperatively between the Superintendent and the City Manager and will not be changed without prior School Board and Council approval.

All other facilities are scheduled through the appropriate building administrator.

#### A. Definitions:

1. School Facilities means school buildings and grounds owned by Dallas School District.
2. Materials and supplies means basketballs, soccer balls, balls and bats, or other supplies or equipment having short life use.
3. Equipment means chairs, tables, etc.
4. Tools include hand or power operated that are either portable or stationary.
5. Easily damaged equipment means pianos, audio-visual, sound and lighting equipment, VCR's, DVD's, computers, and like items.
6. Community group means a nonprofit group composed primarily of persons who are residents of Dallas School District.

B. School Instructional Programs and scheduled school activities shall have priority use of all school facilities and equipment regardless of prior approval of use by a community group.

C. The School Board directs that District facilities be made available at reasonable service and utility fees on a non-conflicting schedule basis for community college organized classes. Rental and use agreements are subject to School Board review and approval.

D. The District recognizes three distinct groups and will determine fees based on the criteria as set forth in the categories below. Such groups shall be responsible for damages to building or equipment used by them.

1. Child-centered Dallas based non-school, non-profit, organizations shall be permitted to use school building space on a scheduled basis for meetings and related activities without user fees.

When such child-centered, non-profit groups wish to use school buildings for fund raising activities, proper application must be submitted, approved, and fees assessed by the building administrator and the use fee paid, or arrangements for payment are made, in advance, with the business manager.

At any such times as expenses are incurred by the District for custodial or supervisory reasons, such expenses shall be born by the organization using the facility.

2. Community nonprofit groups shall be permitted to use school facilities when proper application is submitted, approved, and fees assessed by the building administrator and the user fee is paid, or arrangements for payment are made, in advance, with the business manager.
  3. Use of school buildings or grounds for private gain for which admission charges are made or for fund raisers by non-school groups, other than those identified in number one above, shall be permitted only when approved by the superintendent or designee. User fees for these activities shall cover all costs for operation and maintenance of the facilities used.
- E. A school District employee shall be on duty during any building use, unless the principal waives this requirement. If an employee agrees to return for evening or weekend assignment, the total payroll cost shall be added to the user fee. A school employee with prior approval of the building principal may act as the employee on duty providing that employee will supervise the building, return furniture to previous location, and will arrange cleanup (including restrooms).
  - F. School building or groups users shall comply with all printed rules and reasonable standards of conduct. Disregard of rules or requests made by school District employees shall be cause for canceling school facility use privileges for that individual or for the entire group.
  - G. Users of school buildings, groups, or equipment shall agree in writing and shall be held responsible for the repair or replacement of any damage or loss of property sustained while in their care.
  - H. Use involving expensive, easily damaged, or difficult to move equipment may be permitted within the facility where located upon approval of application for use. Use of such equipment by moving it off school premises will generally not be permitted.
  - I. Materials, supplies, and tools shall not be made available for loan or rent, except by the approval of the building administrator.
  - J. No alcoholic beverages and/or illegal drugs or narcotics shall be permitted on school grounds or in school buildings at any time.

K. No tobacco use shall be permitted on any school grounds.

II. PROCEDURE FOR SCHEDULING THE USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT:

- A. An APPLICATION FOR USE OF SCHOOL FACILITIES/EQUIPMENT form and a RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES form must be completed and signed by an officer or responsible member of the community group requesting the use. When approved, this will constitute a PERFORMANCE AGREEMENT between the group and Dallas School District.
- B. The application is submitted to the building administrator having supervisory responsibility for the facility requested.
- C. The building administrator shall set the fee to be charged in accordance with the current USER FEE SCHEDULE and the fee will be billed by the business manager on a School District Facility Use billing form.
- D. Payment of the user fee or arrangement for payment shall be made prior to the use.
- E. If appropriate, a Facility Use Condition Report will be made to the building administrator after the use by the school employee on duty at the conclusion of the use. Notation of damages or excessive litter as well as the behavior of the groups shall be reported in writing and charges or damages shall be listed by the principal on the Facility Use billing form.

## SCHOOL FACILITY RENTAL RATES

Facility	Current Rate	Scheduler
Elementary Covered Play Area	\$5.00/2hrs	Whitworth
High School Football Practice Field #1	\$50.00/day	City of Dallas
High School Football Practice Field #2	\$50.00/day	City of Dallas
LaCreole Cafeteria	\$25.00/2hrs	LaCreole
LaCreole Classrooms	\$5.00/hr	LaCreole
LaCreole Gym: Lower	\$25.00/2hrs	LaCreole
LaCreole Gym: Upper	\$18.00/2hrs	LaCreole
LaCreole Recreation Complex (per field)	\$62.50	City of Dallas
LaCreole South Field #1	\$12.00/2hrs	City of Dallas
LaCreole Track	\$50.00/day	City of Dallas
Lyle Ballfields (all fields)	\$62.50/day	City of Dallas
Lyle Gym	\$12.00/2hrs	Lyle
Morrison Gym	\$7.00/2hrs	Morrison
Oakdale Fields	\$50.00/day	City of Dallas
Oakdale Gym	\$12.00/2hrs	Oakdale
Tennis Courts	\$50.00/day	City of Dallas
Whitworth MPR	\$7.00/2hrs	Whitworth
Whitworth Gym	\$12.00/2hrs	Whitworth
Whitworth Recreation Complex (per field)	62.50	City of Dallas
<b>Dallas High School</b>		
Regular Classroom	\$5.00/hr	DHS
Laboratory Classroom	\$10.00/2hrs	DHS
Dallas High School Main Gym	\$30.00/2hrs	DHS
Dallas High School Practice Gym	\$20.00/2hrs	DHS
Dressing Room and Showers (no towels)	\$5.00/use	DHS
High School Cafeteria /Forum	\$25.00/2hr	DHS
High School Little Theater	\$20.00/2hr	DHS
Bollman Auditorium	\$200/4hr	DHS
Kitchens	\$15.00/2hr	DHS
Lighted Athletic Field	\$25.00/hr	DHS

\*In addition to the above charges, the following may be assessed for services as required:

1. Custodial- 1.5 times the custodian's normal rate of pay
2. Cafeteria- 1.5 times the food service worker's normal rate of pay

\*The superintendent or designee may waive all or part of the established fees providing the group meets the requirements of groups defined in policy KG administrative rule.