

Jewell School District 8

Code: **KG-AR**
Adopted: 12/17/07
Readopted: 12/15/08
Orig. Code(s): KG-AR

Community Use of District Facilities (Procedure and Fee Schedule)

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain non-school activities allow maximum community benefit, the following fee schedule, as amended from time-to-time, shall be in effect:

1. Damage/Cleaning Deposit Schedule

- a. The following damage/cleaning deposits shall be required for:
Adult Groups - Non-School Activities

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	50.00	100.00
(2)	Kitchen	50.00	100.00
(3)	Cafeteria	25.00	50.00
(4)	Classrooms	10.00	25.00
(5)	Auditorium	50.00	100.00
(6)	Elementary commons	50.00	100.00
(7)	High School Commons	50.00	100.00
(8)	Library	50.00	100.00

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

- b. **Use of athletic fields:** If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the superintendent and athletic director will determine continued use and alternative fields may be selected. Head coaches will be consulted before a final decision is made.

2. **Rental Fee Schedule**

In addition to the required- deposit, the following rental fees shall be required for:
Adult Groups – Non-School Activities

		Each Use	
	Area	Weekend Fee	Weekday Fee
(1)	Gymnasium	50.00	25.00
(2)	Kitchen	50.00	25.00
(3)	Cafeteria	25.00	10.00
(4)	Classrooms	25.00	10.00
(5)	Auditorium	50.00	25.00
(6)	High School Commons	50.00	25.00
(7)	Elementary Commons	50.00	25.00
(8)	Library	50.00	25.00

3. All organizations must use district employees for weekend activities use. The staff member is responsible for access, security, and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current collective bargaining agreement.

If neither a school custodian nor other staff member is available, the organization may be declined a *Building Use Request* form.

4. If district kitchen facilities are used, a district employee (cook) or designee will be on duty at all times at the rate stated in the current collective bargaining agreement. In some cases, custodians may be hired.
5. Decision as to custodian and cook hours will be made by the superintendent.
6. Payment (deposit/rent) must be submitted and received before a *Building Use Request* form is issued.
7. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.
8. All cleaning/security deposits remain the property of the user's organization and are refundable until such time an assessment is made against the user.
9. All rental fees and assessment shall be used for the facility's operational costs.

10. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and any preclude future use.
11. If there is a question as to the group's classification, it will be reviewed by the superintendent, principal and athletic director and a decision will be rendered.
12. All facility/grounds activities will be scheduled under the guidelines and time games established by the superintendent and athletic director.
13. Definitions

	Areas	Rental Fee
a.	Youth-related school activities (school athletics, clubs, etc.)	None
b.	Youth-related non-school activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	None
c.	Adult-related school activities (community school activities, PTO, etc.)	None
d.	Adult-related non-school activities, - (church groups, fraternal organizations, commercial groups, social, etc.)	Deposit and Fee

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Board or its designee.

The superintendent has the right to waiver any fees associated with facility use. User group, if not satisfied with the decision of deposit fees may file a written appeal to the Board. Such appeal will be presented at the next regular Board meeting. The appeal must be received by the superintendent 10 working days before the regular Board meeting to be on the agenda.