

Knappa School District 4

Code: **KG-AR**
Revised/Reviewed: 8/18/03; 8/19/13
Orig. Code(s): KG-AR

Community Use of District Facilities

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain nonschool activities allow maximum community benefit, the following fee schedule, as amended from time to time, shall be in effect. Only the superintendent may waive the fee. If the fee has been waived the user will still be responsible for any damage.

1. Damage/Cleaning Deposit Schedule

- a. The following damage/cleaning deposits shall be required for Youth Groups – Nonschool Activities.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	\$50	\$100
(2)	Kitchens	\$25	\$50
(3)	Cafeterias/Commons	\$25	\$50
(4)	Classrooms	\$10	\$25
(5)	Fields (softball/baseball/football)	\$50	\$100
(6)	Libraries	\$50	\$100
(7)	Music Rooms	\$50	\$100
(8)	Track	\$25	\$50

- b. The following damage/cleaning deposits shall be required for Adult Groups – Nonschool Activities in buildings and on grounds.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	\$50	\$100
(2)	Kitchens	\$25	\$50
(3)	Cafeterias/Commons	\$25	\$50
(4)	Classrooms	\$10	\$25
(5)	Fields (softball/baseball/football)	\$50	\$100
(6)	Libraries	\$50	\$100
(7)	Music Rooms	\$50	\$100
(8)	Track	\$50	\$100

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.

- c. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the school/community director and athletic director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.

2. Rental Fee Schedule

- a. In addition to the required deposit, the following rental fees shall be required for Youth Groups – Nonschool Activities.

	Area	Rental Fee
(1)	Gymnasium	No fee
(2)	Kitchens	\$25 each use
(3)	Cafeterias/Commons	No fee
(4)	Classrooms	No fee
(5)	Fields (softball/baseball/football)	No fee
(6)	Libraries	No fee
(7)	Music Rooms	No fee
(8)	Track	No fee

- b. The following rental fees shall be required for Adult Nonschool Activities (for building use only).

		Each Use	
	Area	Weekend Fee	Weekday Fee
(1)	Gymnasium	\$25	\$10
(2)	Kitchens	\$25	\$25
(3)	Cafeterias/Commons	\$25	\$10
(4)	Classrooms	\$5	\$5
(5)	Fields (softball/baseball/football)	\$50	\$25
(6)	Libraries	\$10	\$10
(7)	Music Rooms	\$50	\$25
(8)	Track	\$50	\$25

3. All organizations must use district employees for weekend activities use. The staff member is responsible for access, security, supervision 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 will be declined a Building Use Request form.
4. If district kitchen facilities are used, a district employee (cook) will be on duty. 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. The user shall be notified of such assessment three working days prior to the user's next activity.
9. All fees and assessment shall be deposited to the school office and shall be used for the facility's operational costs.
10. The superintendent retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with user groups (damages, etc.) will be documented and may preclude future use.
11. If there is a question as to the group's classification, it will be reviewed by the superintendent and a decision will be rendered.
12. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school community director.

Area	Rental Fee
a. Youth-related school activities (school athletics, clubs, etc.)	None
b. Youth-related nonschool activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit only \$25 each use
c. Adult-related school activities (community school activities, Booster Club, etc.)	None
d. Adult-related nonschool activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.)	Deposit and Fee
e. Adult-related nonschool activities - grounds only (adult softball, volleyball, etc.)	Deposit Only

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