

Regulations Regarding Facility Use

Philosophy Statement

It is the belief of this Board that district facilities are community property and the Board has the responsibility for the care and management of these facilities. Because of this belief, there is no rental fee for the reasonable use of the facilities by community groups. Using groups will be charged for heat, opening and closing costs, supervision by staff (if assigned) or kitchen use so as not to burden the district with extra costs.

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. (See also Board policy KG – Community Use of District Facilities)

1. General*: Child-centered Long Creek based nonschool organizations, such as Rainbow Girls, 4H, Boy Scouts, Girl Scouts, Cub Scouts, Campfire Girls, Hunter Safety, Youth Sports Leagues, and REACH shall be permitted to use school building space on a scheduled basis for meetings and related activities without user fees.

When such child-centered 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.

2. Noncommercial*: Private organizations which exist primarily for the benefit of the membership, social clubs, political groups, church services/groups, profit making groups, and nonschool related activities. 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. Commercial*: Use of district buildings or grounds for private gain for which admission charges are made or for fund raisers by nonschool 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.

- * 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.

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 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 district 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.

Usable District 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.
3. Playground and athletic fields may be used with permission granted by the principal or his/her designee.

Rules and Regulations

1. Use of the facilities will ordinarily be scheduled between 6:00 p.m. and 10:00 p.m. Weekend use will be arranged by the principal 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.
 - d. When the proposed activity involves inherent dangers, then every participant must sign a 'hold harmless' waiver before they participate.
 - e. At the recommendation of the district's insurance agent the group may be required to purchase liability insurance for the event/activity. Such insurance must be arranged through the district's insurance agent.

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 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 administration.
8. 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.
9. 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.
10. Pianos or public address (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 returning charge for pianos and/or a damage assessment.
11. Furniture shall not be moved from room to room without the permission of the principal of the building.
12. 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 school's custodial contractor, at their current hourly wage.
13. Groups wishing to participate or hold activities in the school, which are not appropriate for district property will be refused access to the district facilities. Such activities may include: gun/knife show, anything related to alcohol or tobacco, gambling or adult type materials.
14. The superintendent will make decisions regarding district facility use, based on the best interest of the district. Appeals to the superintendent's decision can be made to the Board at a regularly scheduled meeting.

Rental Expenses

1. All groups will be required to adhere to the attached fee structure unless the superintendent makes an exception through unusual circumstances.
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. Through most of the year, the furnace will not have to be turned on for week night activities. Groups will not be charged for heat unless the furnace must be turned on to keep the buildings at a reasonable temperature during the time of use.

4. When deemed appropriate, the facility use coordinator may assign a district employee to supervise the facility during the entire time of use at the expense of the organization using the facility.
5. A cleaning/damage deposit may be required prior to use, depending on the proposed activity. Amount of deposit will be determined by superintendent. Refund of deposit will be made after inspection of the facility has been made by the superintendent and maintenance supervisor.

District Facility Use Fees

	General		Noncommercial		Commercial	
	One time	Per day	One time	Per day	One time	Per day
Facility Use	None*	None*	None*		\$15	\$100
Opening/Closing (weeknights)	None		None		\$10	
Opening/Closing (weekends)	None		\$10		\$10	
Heat (weeknights)	None		\$5/hour		\$10	\$50
Heat (weekends)	None		\$10/hour		\$10	\$50
Multi-purpose room	None		None		\$25	\$150
Gym	None		\$15	\$100	\$25	\$150
Supervisor**	\$ As arranged		District hourly wage***		District hourly wage**	

All groups will be required to adhere to the attached fee structure unless the superintendent makes an exception.

Per day fee is for anything over four hours of use.

* No fees will be imposed as long as the use is not for fund-raising.

** When deemed necessary by superintendent.

*** As determined by the base hourly wage according to the district certified salary schedule.