

Community Use of Building Facilities

Use of School Building Facilities

The superintendent and his designees are authorized to approve and/or deny the use of district facilities by nonschool organizations. Fees will be charged when applicable by using a fee schedule established in this administrative regulation.

Eligibility

The following groups and activities in the priority order as stated will be allowed use of the facilities:

- Priority 1: School youth activities
- Priority 2: Nonschool youth activities
- Priority 3: Adult nonschool activities

Operating Rules

1. All individuals and organizations using the facility agree to hold the district free and harmless from any and all liability arising from their activities and will provide evidence of liability insurance if requested.
2. Under no condition will a school building be opened without some person in charge who is regularly employed by the district and competent to operate and manage all the facilities that will be used. (Custodian on duty will usually fill this requirement; however, when special equipment is used, (e.g., lighting panels, score boards, etc.) other district approved trained personnel will be required. The user group will pay the salary of the district personnel.
3. Requests for use of the kitchen and/or kitchen equipment shall be approved by the food service manager in the administration office. Additional fees may be assessed.
4. The permit holder shall be responsible for all damages or loss of district property. Holder may not assign, transfer, sublet or charge a fee to use district property.
5. When an organization or group is granted the use of the school building or grounds, it assumes responsibility for controlling the conduct of all participants and others in attendance while they are in or about the building, including traffic control. The renting organization will also assume full responsibility for providing adequate and appropriate supervision as determined by the building administrator.

6. The superintendent and or designees will determine the number and kind of district personnel required to manage the building during the period.
7. No outside groups may use district buildings during school time unless provisions are made for nondisruption of regular education programs.
8. In the event of severe building abuse and/or flagrant violation of any of the above operating procedures, the building principal may revoke the reservation at any time.

Rental Fee Schedule

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| 1. Gymnasium | \$75.00 per day |
| 2. Cafeteria/Commons | \$50.00 per session (4 hours) |
| 3. Auditorium | \$100.00 per day |
| 4. Kitchen | \$30.00 per hour for an onsite food service employee |
| 5. Custodial | \$35.00 per hour (when required) |

Considerations

1. All checks will be made payable to Pendleton School District 16R. In cases when payment is requested, advance payment is required.
2. The superintendent and/or designee has the prerogative of waiving fees for certain groups.
3. The superintendent and/or designee may require additional charges for special requests not covered by this policy.