

Community Use of District Facilities

The Board recognizes the need for the use of school facilities by community organizations or groups when such use of facilities does not interfere with any school program and/or student activities.

The Superintendent shall establish regulations for community use of school facilities. Such regulations shall be made available to the community at the district office and at each school building.

General Regulations

1. A cook/cafeteria worker may be required to be on duty for at least two hours for any activities involving non-school groups that utilize the kitchen facilities in any cafeteria.
2. A custodian may be required to be on duty for at least two hours for an activity which utilizes a school building during times when custodians are not usually present.
3. Approval for use of school facilities shall not be considered as an endorsement or approval of the activity group or organization nor the purposes they represent.
4. Upkeep fees and other costs will be adjusted each year as deemed warranted.
5. It is the intent of the district to avoid competing with private enterprise. To this end:
 - a. School district equipment and/or furniture will not be rented or loaned out separately except by approval of the business manager.
 - b. School buildings or other facilities may be used for profit making purposes only if private facilities are unavailable. A \$500,000 commercial general liability certificate of insurance must be filed with the school district naming the school district as an additional named insured.
 - c. Food shall be prepared and/or served in school cafeterias only by school-related groups who profits will be used to benefit students.
6. All requests and arrangements for use of school facilities shall be returned to the building principal at least seven days in advance. Upon being approved by the building principal or his/her designee, the request will be forwarded to the business manager at district office. (Requestor will be notified of approval or non-approval by the business manager.)
7. Renter or sponsor of groups shall assume all liability for damage to buildings, contents, and/or groups and agrees to hold harmless Phoenix-Talent School District #4 and its employees and/or agents of any responsibility for said liability. In the event facilities are misused, the superintendent or his/her designee will notify the user in writing. Such misuse will result in refusing further use of the facilities to that user.

8. Proof of liability insurance or an insurance binder naming the school district as an “additional insured” on the insured’s policy may be required by the business manager before requests are approved.
9. User groups assume full responsibility for the supervision of all minors and visitors when using the buildings.
10. The use of alcoholic beverages, narcotics, controlled substances, tobacco or drugs is not permitted on school premises.
11. Scoreboards or timers are not to be used except by authorized personnel.
12. Showers are not to be used except by special permission of the principal or his/her designee.
13. Athletic equipment, the weight room, shops, and/or any classrooms containing special equipment, such as typewriters, computers, science lab, etc., are not available except by approval of the principal.
14. Fees and/or deposits shall be paid in advance to the business manager.
15. Keys will not be issued to user groups or individuals except by special circumstances at the discretion of the superintendent or his/her designee.

Use of Colver Fields Regulations

Failure to comply with the following may result in monetary penalties and/or restriction from use of the Colver Field area.

1. Removal or addition of soil will not be allowed without prior approval from the superintendent or his/her designee.
2. Modifications, including any additions or deletions, related to the electrical system will not be allowed without prior approval from the superintendent or his/her designee.
3. Modifications, including additions or deletions, related to the irrigation system will not be allowed without prior approval from the Superintendent or his/her designee.
4. Adjustments to the irrigation time clocks/programmers will not be allowed without prior approval from the superintendent or his/her designee.
5. Gates and cable locks must be secured upon exiting. The person listed as the responsible party on the “Facilities Use Agreement” will be responsible for securing Colver Road Facility after each use.
6. Herbicides/Pesticides shall not be applied without prior approval of the superintendent or his/her designee.

7. No pruning or altering of trees/shrubbery will be allowed without prior approval of the superintendent or his/her designee.
8. All trash/debris resulting from the stated activity must be placed in the appropriate containers prior to exiting the Colver Road area.
9. No dumping of lawn/vegetation trimmings will be allowed on the Colver Road property. Significant penalties may result from such action.
10. Structural altering of buildings and/or bleachers will not be allowed without prior approval of the superintendent or his/her designee.
11. Application of paint/stain to buildings and/or bleachers will not be allowed without prior approval of the superintendent or his/her designee.
12. Animals other than leashed dogs will not be allowed without prior approval of the superintendent or his/her designee. Dogs shall be leashed at all times on district property. All dog excrement must be cleared from the area.
13. No motorized vehicle will be allowed on the playing field areas.

Maintenance Fees

In order to assist in maintaining heavily used district facilities, the district school board has approved requiring payment of fees by groups, organizations or individuals when considered appropriate. For detailed information, please refer to the current established "Maintenance Fee Schedule" (Attached).

Phoenix-Talent School District #4

MAINTENANCE FEE SCHEDULE

Maintenance fees will be charged to any group, organization or individual for use of district facilities as per the following schedule:

1. Nonprofit Groups

- a. Groups using facilities on regular basis shall pay a fee of \$150/semester per night used. This fee shall be paid at the time of signing up for facilities.
- b. Groups using facilities on an occasional basis shall pay fees based on the following schedule:

	0-4 Hours	Over 4 Hours
Cafeteria	\$25	\$50
Classrooms	\$15	\$30
Gymnasium/Auditorium	\$25	\$50

A security deposit may be required.

Payroll costs: A minimum of two hours at \$20 per hour will be charged.

These fees may be waived if the activity, group or organization directly benefits the students of the district (e.g., Scouts, YMCA programs, PTO and Booster Club meetings).

2. Profit Groups

Groups using facilities for profit making purposes will pay \$150 per day (4 hours or more) or \$75 per evening (less than 4 hours) or 10 percent of gross revenues, whichever is greater. The business manager maintains the right to review an organization's financial records for the event. These fees will be waived only if 100 percent of proceeds are donated to activities for students of the Phoenix-Talent School District.

PHOENIX-TALENT SCHOOL DISTRICT #4
APPLICATION FOR USE OF SCHOOL FACILITIES
All facilities will be closed during Holidays and Vacations

3. Name of Organization _____
 Name of Person Responsible _____
 Address _____ City _____ Zip Code _____
 Home Phone _____ Email _____

4. FACILITIES REQUESTED: OHES ___ PES ___ PHS ___ TES ___ TMS ___ Other
 Classroom Restrooms Gym Cafeteria Kitchen Fields
 Lockers/Showers _____ Equipment _____
 Number of Persons: Audience _____ Participants _____ Total _____
 * Non-participants, especially children, must be closely supervised.

5. TIMES AND DATES:
 Date(s) _____ Day(s) of Week _____
 Time: From _____ to _____ Total hours per day _____ week

6. PURPOSE/ACTIVITY: _____

7. ADMISSION (if any) Child \$ _____ Adult \$ _____ Other \$ _____
 Expected net proceeds \$ _____ Purpose of proceeds _____

8. KEYS: KEY(S) ISSUED (Number & I.D.) _____ KEYS NOT ISSUED _____

9. AGREEMENT AND INSURANCE:
- a. The applicant hereby certifies that the information given in the application is correct.
 - b. The undersigned agrees to observe all rules and regulations of the Board of Education and the building principal.
 - c. The applicant agrees to exercise the utmost care in the use of school facilities and property and to hold the school district harmless and defend it from any and all claims by any person arising from the use of said facilities.
 - d. The applicant further agrees to reimburse the school district for any damages arising from the applicant's use of or in any manner relating or incidental to use of said facilities.
 - e. The school district does not maintain insurance that will respond to claims against the applicant arising out of use of facilities by the applicant, its members, or those attending the event. If applying organization desires or is required to be covered by bodily injury and property damage liability insurance, they are responsible for obtaining said insurance and must show proof of insurance. If no insurance is obtained, applicant's signature indicates acknowledgment of responsibility.

_____ (Signature of Person Responsible) _____ (Date)

Approved Not Approved Signature of Principal _____

10. APPROVAL OF FEES (to be completed by the business manager) Fees or deposit shall be paid in advance.

ESTIMATED CHARGES			
_____ Approved - no charge	Custodial Fee (Hrs.): _____	x \$ _____	= _____
_____ Approved - with charge	Upkeep Fee (Hrs.): _____	x \$ _____	= _____
_____ Custodial	Deposit:		= _____
_____ Utilities	Other (specify): _____		= _____
_____ Certificate of Insurance			
_____ Not Approved			

 Signature of Business Manager _____
 Date
After completion, distribute copies to: Building, Building Lead Custodian, Requestor

COLVER ROAD FIELD USE

All groups, organizations and individuals who use the Colver Road Fields must be aware of and comply with the following regulations:

1. Removal or addition of soil will not be allowed without prior approval from the Superintendent or his/her designee.
2. Modifications, including any additions or deletions, related to the electrical system will not be allowed without prior approval from the superintendent or his/her designee.
3. Modifications, including additions or deletions, related to the irrigation system will not be allowed without prior approval from the superintendent or his/her designee.
4. Adjustments to the irrigation time clocks/programmers will not be allowed without prior approval from the superintendent or his/her designee.
5. Gates and cable locks **must** be secured upon exiting. The person listed as the responsible party on the "Facilities Use Agreement" will be responsible for securing the Colver Road Facility after each use.
6. Herbicides/Pesticides shall not be applied without prior approval of the superintendent or his/her designee.
7. No pruning or altering of trees/shrubbery will be allowed without prior approval of the superintendent or his/her designee.
8. All trash/debris resulting from the stated activity must be placed in the appropriate containers prior to exiting the Colver Road Field area.
9. No dumping of lawn/vegetation trimmings will be allowed on the Colver Road property. Significant penalties may result from such action.
10. Structural altering of buildings and/or bleachers will not be allowed without prior approval of the superintendent or his/her designee.
11. Application of paint/stain to buildings and/or bleachers will not be allowed without prior approval of the superintendent or his/her designee.
12. Animals other than leashed dogs will not be allowed without prior approval of the superintendent or his/her designee. Dogs shall be leashed at all times on district property. All dog excrement must be cleared from the area.
13. No motorized vehicles will be allowed on the playing field areas.

I, the undersigned, do hereby acknowledge receipt of the Colver Road Field Regulations and do further acknowledge it to be my responsibility for ensuring compliance with same. I further understand that failure to comply with the regulations may result in monetary penalties and/or restriction from use of the Colver Field area.

Signature: _____

Date: _____