

# Scio School District 95

Code: **KG-AR**  
 Adopted: 5/23/01

## **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 nonschool 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 **Youth Groups - Nonschool Activities**.

	<b>Area</b>	<b>Deposit Single Use</b>	<b>Amount Multiple Use</b>
(1)	Gymnasium	50.00	100.00
(2)	Kitchens	25.00	50.00
(3)	Cafeterias	25.00	50.00
(4)	Classrooms	10.00	25.00
(5)	Auditorium	50.00	100.00
(6)	Fields (softball/baseball/soccer)	50.00	100.00
(7)	High School Commons	50.00	100.00
(8)	Libraries	50.00	100.00
(9)	Music Rooms	50.00	100.00
(10)	Track	25.00	50.00
(11)	Weight Room	50.00	100.00

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

	<b>Area</b>	<b>Deposit Single Use</b>	<b>Amount Multiple Use</b>
(1)	Gymnasiums	50.00	100.00
(2)	Kitchens	25.00	50.00
(3)	Cafeterias	25.00	50.00
(4)	Classrooms	10.00	25.00
(5)	Auditorium	50.00	100.00
(6)	Fields (softball/baseball/soccer)	50.00	100.00
(7)	High School Commons	50.00	100.00
(8)	Libraries	50.00	100.00
(9)	Music Rooms	50.00	100.00
(10)	Track	50.00	100.00
(11)	Weight Room	50.00	100.00

Football stadium will be used by high school varsity football, high school varsity soccer and eighth-grade football ONLY. (Subject to annual review by the buildings/grounds advisory committee.)

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**.

	<b>Area</b>	<b>Rental Fee</b>
(1)	Gymnasiums	No fee
(2)	Kitchens	25.00 each use
(3)	Cafeterias	No fee
(4)	Classrooms	No fee
(5)	Auditorium	No fee
(6)	Fields (softball/baseball/soccer)	No fee
(7)	High School Commons	No fee
(8)	Libraries	No fee
(9)	Music Rooms	No fee
(10)	Track	No fee
(11)	Weight Room	25.00

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

	Area	Each Use	
		Weekend Fee	Weekday Fee
(1)	Gymnasiums	25.00	10.00
(2)	Kitchens	25.00	25.00
(3)	Cafeterias	25.00	10.00
(4)	Classrooms	5.00	5.00
(5)	Auditorium	50.00	25.00
(6)	High School Commons	50.00	25.00
(7)	Libraries	10.00	10.00
(8)	Music Rooms	50.00	25.00
(9)	Weight Room	25.00	10.00

- c. Standard rental time is 2½ hours unless authorized as otherwise by the superintendent.

3. All organizations must use district employees for weekend activities use. The staff member is responsible for access. If district custodians or other staff are to be hired they will be compensated as stated in the current collective bargaining agreement by the group utilizing the district's facilities.

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

4. Decision as to custodian and cook hours will be made by the superintendent.
5. Payment (deposit/rent) must be submitted and received before a *Building Use Request* form is issued.
6. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.
7. 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.
8. All fees and assessment shall be deposited to the district office.
9. 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 may preclude future use.
10. If there is a question as to the group's classification, it will be reviewed by the superintendent and a decision will be rendered.
11. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school/community director.

12. Definitions

	<b>Area</b>	<b>Rental Fee</b>
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 25.00 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.

APPLICATION FORM FOR USE OF SCHOOL BUILDINGS AND GROUNDS

When this form has been processed and signed by appropriate school personnel, you will receive a copy of this form. Please do not plan on using the facilities until official approval has been given.

1. The following regulations apply to the use of all school district buildings and grounds. The administration requests that all organizations comply with the following checklist.
  - a. Remove all garbage from the premises.
  - b. Turn off all lights, except night lights.
  - c. Flush all toilets and urinals.
  - d. Leave the premises as you found them.
2. Any individual or group using school district buildings and grounds is responsible for any and all damages to the premises or equipment.
3. Scio School District 95C will not be held responsible for any accidents, losses due to fire or theft, etc., that occur during such time as the facilities are in use by outside school groups. Each group is responsible for policing its members and participants, furnishing its own liability coverage.
4. Please read all of the regulations on the use of school buildings and grounds.

Date of Request: \_\_\_\_\_

Name of Organization:  
\_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Buildings or Grounds to be Used: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Calendar Checked: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved - Reason: \_\_\_\_\_

Fees to be Charged: \_\_\_\_\_

District Office Signature: \_\_\_\_\_