

# Stanfield School District 61

Code: **KG-AR**  
Adopted: 4/22/99  
Readopted: 4/10/08  
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 administrative procedures and 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 Adult Youth Groups-Nonschool Activities.

| Area                          | Deposit Amount |              |
|-------------------------------|----------------|--------------|
|                               | Single Use     | Multiple Use |
| 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) | 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. Computer Lab              | 50.00          | 100.00       |

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 in a timely manner.

- b. 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 use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.

## 2. Rental Fee Schedule

| 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. Fields              | 10.00       | 10.00       |
| 10. Computer Lab       | 50.00       | 50.00       |

## 3. General Requirements

- a. The following general requirements will govern all district facility and grounds use:
  - (1) A "Building Use Request" must be submitted by the person or group requesting use of district facilities at least two weeks in advance of the activity. Requests should be submitted to the building principal during the school year and the superintendent during the summer. Agreements shall not be made for a period to exceed the end of the school year in which the request has been granted. Requests approved for summer use shall not exceed the ensuing school year. Requests must be resubmitted if the person or group desires to continue using the facility;
  - (2) Payment (deposit/rent) must be submitted and received before a Building Use Request form is issued;
  - (3) The Board or its delegate may require additional deposits or charges for special requests not covered by the policy;
  - (4) 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;
  - (5) All fees and assessments shall be deposited to the school office and shall be used for the facilities operational costs;
  - (6) In addition to any fee, groups shall pay the cost to the district for the required service for any district custodian or cook at the rate stated in the current negotiated contract. The kitchen equipment cannot be used without a cook or other qualified person approved by the district present;
  - (7) As a safety precaution, there must always be more than one adult present during an activity;
  - (8) Keys will be issued to the person in charge of the group. When the keys are for an athletic facility they must be returned the next work day after the activity. There will be a \$20.00 key deposit;
  - (9) Horses are not allowed on school grounds,

- (10) Cars and motorcycles are not allowed on school grounds except in established parking areas;
- (11) Groups shall be responsible for any damage occurring during their use of the facility and shall leave the facility in the same condition of order and cleanliness as it was found. Groups shall be responsible for the behavior of members, children and non-group persons who enter the facility;
- (12) 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;
- (13) If there is a question as to the group's classification, it will be reviewed by the building principal or superintendent and a decision will be rendered;
- (14) Groups failing to comply with any of the conditions of this administrative regulation and policy or the use of facilities agreement may be denied use of all school facilities;
- (15) All facility/grounds activities will be scheduled under the guidelines and time frames established by the superintendent or designee.

#### 4. Definitions

| <u>Groups</u>  | <u>Building/Grounds Charges</u>   |
|--|---|
| 1. Youth and adult-related school activities (school athletics, clubs, Booster clubs, etc.)  | None  |
| 2. Community-related, non-profit activities  | Deposit only unless custodial services is required. If such services are required, actual cost will be charged. Trained kitchen personnel are required for all kitchen use. |
| 3. Outside community non-school related activities - buildings and grounds (church groups fraternal organizations, commercial groups, social, etc) | Deposit and fee   |
| 4. Activities for profit - buildings and grounds (adult softball, volleyball, etc.)  | Deposit, fee and grounds percentage to be established By the Board  |

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

Any person using school facilities and/or grounds who is involved in dangerous, destructive or unlawful activities may be barred from school facilities and/or grounds by the school administration.

## Building Use Request

Please submit this form to the office of the school you wish to utilize no later than three days prior to desired facility use.

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

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

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

Representative: \_\_\_\_\_ Phone : \_\_\_\_\_

We hereby request the use of \_\_\_\_\_  
(Building and Area)  
on \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Day of week) (Date) (Time) (Time)  
beginning \_\_\_\_\_ ending \_\_\_\_\_.

The purpose of this use is for \_\_\_\_\_.

1. It is agreed that the party or parties using the school facilities will exercise every care in protecting school property and in the event damage results from improper supervision, a fair adjustment will be made.
2. All authorized use of school grounds or facilities require the user to leave the grounds or facilities in a condition equal to or better than when authorized for use.
3. School grounds/facilities will be adequately policed during the authorized activity and extreme care will be exercised to prevent any damage to school property and buildings, at the user's expense.
4. All litter, glass, etc., resulting from authorized usage will be removed at the user's expense immediately following the activity.
5. Any violation or wanton disregard of district policy will result in automatic forfeiture of future use requests.
6. The using agency and/or individual may be required to show proof of liability insurance for the requested activity.
7. Be it further understood that the district assumes absolutely no financial responsibility for any injury of accident, lawsuit, etc., that may occur during the user's tenure of grounds or facilities.

Copies to: Organizational Representative \_\_\_\_\_  
District Office \_\_\_\_\_ Building Principal \_\_\_\_\_ Date \_\_\_\_\_  
Custodian \_\_\_\_\_  
Lynn Weathermon \_\_\_\_\_

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### District Use Only

Deposit: \_\_\_\_\_

Fee: \_\_\_\_\_

Percentage of Profit: \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_  
District Coordinator \_\_\_\_\_ Date \_\_\_\_\_