

Union School District 5

Code: **KG-AR(1)**
Adopted: 1/8/92
Revised/Readopted: 9/8/04
Orig. Code(s): KG-AR

Community Use of District Facilities (Procedures and for Schedule)

In keeping with the theme of cooperation between the district and the community, it is felt that district facilities should be used by the citizens for the betterment of all and the best use of the tax dollar. However, to assure that the facilities will best serve the public, a list of priorities, rules, regulations and conditions are established.

1. No one-group activity will be allowed to use the same facility more than three times during a week for a given activity.
2. If a given building is **not** being used, an exception to the above statement could be made through proper channels.
3. If, in exceptional cases, a group is granted use of a facility for more than the stated three days a week, the additional days may be curtailed when another group applies for use of the facility.
4. No group will be granted use of any facility without an adult supervisor in direct charge, nor will they be admitted to the facility until the supervisor is present. The building principal must be informed of the name and phone number of immediate supervisor.
5. Violation of listed rules may result in loss of use of building.
6. Facilities shall not be used unless a facility request form has been submitted and approved.
7. Whenever a facility is being used by a group outside the school, a district staff member shall be on duty. The administration may make an exception to this on a case-by-case basis.
8. A facility use may be denied because of the lack of available custodial supervision.

FEE SCHEDULE FOR SCHOOL FACILITY USE

A. During regular hours of school operation (8:00 a.m. - 10:00 p.m., Monday through Thursday during the school year and 7:30 a.m. to 3:30 p.m., Monday through Thursday during the summer. Cafeteria regular hours are 8:00 a.m. - 2:30 p.m., Monday through Thursday during the school year.)

Class	Custodial Labor	Cafeteria Labor (per hr.)	Gym	Classroom	Multi-Purpose	Kitchen
I	none	\$5.89 Asst. Cook \$6.19 Baker \$7.54 Head Cook	none	none	none	none
II	none	\$5.89 Asst. Cook \$6.19 Baker \$7.54 Head Cook	none	none	none	none
III	none	\$5.89 Asst. Cook \$6.19 Baker \$7.54 Head Cook	\$7.50/hr with heat	none	\$5.00/hr with heat	\$10.00

B. During times other than regular hours of school or cafeteria operation. * Custodial and cafeteria labor will be charged the dollar amount as indicated in current bargaining agreement.

Class	Custodial Labor	Cafeteria Labor (per hr)	Gym	Classroom	Multi-Purpose	Kitchen
I	*	*	none	none	none	none
II	*	*	\$7.50/hr with heat	\$3.00/hr with heat	\$5.00/hr with heat	\$10.00
III	*	*	\$10.00/hr with heat	\$5.00/hr with heat	\$7.50/hr with heat	\$10.00

3-hour maximum charge per day

***Sunday and Holidays**

General Rules

1. The use by students of alcoholic beverages, drugs and tobacco in any form shall be prohibited on district grounds. The use by patrons of alcoholic beverages and drugs in any form shall be prohibited on district grounds. Tobacco may not be used by patrons within district buildings.
2. Equipment and furniture, including pianos, shall be used and moved only with the approval of the building principal.
3. School buildings may be used during school holidays or vacation periods only through special permission.
4. Buildings shall normally close at **10:00 p.m.** Use by groups beyond the regular closing time **may be at the current rate of custodial overtime** when a custodian is required. Summer hours are 7:30 a.m. to 3:30 p.m. (June - August).
5. The use of buildings or other facilities of the district shall not be granted to any organization or to any individual listed as subversive by the Attorney General of the United States, or who has been affiliated with organizations so listed.
6. All school employees who supervise school facility use at a time other than their regular working hours will be paid by the district. The district will be reimbursed by the user.
7. Application for building use will be received at the building seven calendar days prior to use. Special conditions might warrant a shorter time frame.
8. Any organization sponsoring the use of the buildings or grounds shall provide a supervisor without cost to the district for the entire time they are in use, and shall assume all liability for any accidents that may occur upon the grounds or in the buildings during the time district grounds or buildings are in use under its supervision.
9. The maximum number of people permitted in any district facility shall be restricted to its seating capacity.