

7510A - USE OF CORPORATION FACILITIES

Applications

Any organization or individual desiring to use Corporation facilities shall complete an application ([Form 7510 F1](#)) and submit it to the Superintendent for approval.

- A. The Athletic Director shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The Superintendent will approve all requests and send a photocopy of the request to the building administrator. If the application is not approved, all deposits included with the application will be returned with the application.
- C. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use.
- D. The Corporation reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent or his/her designee **with or without due notice**. All approvals are to be granted with this understanding.
- E. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- F. Proof of insurance must accompany the application.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The Corporation reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited on school property. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- G. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

- I. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- J. Buildings will normally be open 1/2 hour prior to the activity and for 1/2 hour after its scheduled end, unless other arrangements are requested on the application and approved.
- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.
- M. A school custodian shall be on duty whenever a facility is being used except as exempted by the Superintendent. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- N. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.
- O. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- P. The Corporation will not be responsible for any loss of valuables or personal property.
- Q. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
- R. Playground facilities may not be used.
- S. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

FEE FOR USE OF CORPORATION BUILDINGS

A schedule of fees for the use of Corporation facilities is determined annually based upon the following factors:

- A. The use of Corporation facilities for activities related to the educational program and Corporation operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- B. The use of Corporation facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria fees and police fees.
- C. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

School Facilities**Fees**

Fees are based upon an expectation of usage of less than four (4) hours including 1/2 hour set-up and closing. Use of longer than four (4) hours shall have a prorated fee based upon length of usage.

Gymnasium - NS and WS	\$25.00
Gymnasium - UCCHS	\$10.00/hour \$40.00 minimum
Lunchroom/Cafeteria with Kitchen (Refreshments)	\$25.00
Lunchroom/Cafeteria with Kitchen (Meal)	\$50.00
Computer lab, shop or science lab, weight room	\$35.00
Library, classroom, or Teachers' Lounge	\$15.00

School Facilities**Fees**

Stage in NS or Auditoria	\$50.00
Athletic Field - UCCHS	\$50.00
Out of District Groups	10% additional

Custodians must be present for all events. If kitchen equipment is used, cafeteria staff must also be present.

Revised 9/99

Revised 3/18/04

7510B - CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

To ensure fairness and consistency in the implementation of School Board policy governing use of school facilities, the following categories are established to determine priorities and a schedule of fees for approved users outside regular or extracurricular programs or activities when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: School-Affiliated Groups

School-affiliated groups are defined as those whose activities directly relate to the Corporation.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major Corporation-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

B. Category 2: School-Community Groups

Community groups, defined as those providing educational, recreational, and cultural activities, **administered by the Board**, either solely or jointly, will be granted second priority to available space and facilities.

Fees for Category 2

(SAME AS CATEGORY 1)

Fees for regularly-scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the Corporation.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies; groups primarily comprised of Corporation residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Fees for Category 3

(SAME AS CATEGORY 2)

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of Corporation residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.

Fees for Category 4

Category 4 users will be charged the rate shown in Schedule A for allowable space permits.

When activities in Category 4 involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

E. Category 5: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs, are strongly discouraged from application. When approval is granted, level five priority will be assigned.

Fees for Category 5

Where extraordinary user requirements or services are indicated and/or requests are made for varsity athletic fields, permits will not be granted to Category 5 users. Fees for Category 5 users will be three (3) times the rates shown in Schedule A.

Extraordinary activities (those requiring prolonged set-up, use, and clean-up as well as use of special areas, such as varsity playing fields, computer and music rooms) will not be approved.

SCHEDULE OF FEES FOR DIRECT AND INDIRECT COSTS

Supervisory Salaries

- A. Custodians - When a building is open beyond the normal school or work hours, a custodian shall normally be assigned to open and close the building, assist in set-up and clean-up, and supervise building security. Custodial fees for such services shall be charged at the overtime rate (1 1/2 the hourly rate) plus 20% for PERF and FICA costs.
- B. Food Service - When a kitchen is necessary, the cafeteria manager and/or cooks shall normally be assigned to use of the kitchen facilities. They shall assist in food preparation, set-up and clean-up, and supervise use of kitchen equipment. Food service worker fees for such services shall be charged at the regular rate up to forty (40) hours in a work week and at an overtime rate (1 1/2 the hourly rate) beyond forty (40) hours or on holidays or weekends. This charge shall include an additional 20% for PERF and FICA costs.
- C. Teachers and Lab Supervisors - When a specialized lab or instructional area such as a computer lab, weight room, or shop area is requested, a teacher or other lab supervisor may be assigned. This supervisor shall normally be assigned to open and close the lab, assist in use of equipment, and supervise safe use of the equipment. Supervisory fees for such services shall be charged at the regular hourly rate of the individual up to a forty (40) hour work week and at an overtime rate (1 1/2 the hourly rate) after forty (40) hours or on holidays or weekends. There shall be an additional cost of 20% for PERF/TRF and FICA costs.

School Facilities**Fees**

Fees are based upon an expectation of usage of less than four (4) hours including 1/2 hour set-up and closing. Use of longer than four (4) hours shall have a prorated fee based upon length of usage.

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Custodians must be present for all events. If kitchen equipment is used, cafeteria staff must also be present.

7510C - SUPERVISION OF RENTED FACILITIES

Each group requesting the use of Corporation facilities must use the services of a Corporation custodian and must pay for such services.

Each group requesting the use of Corporation facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the Corporation facilities.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of Corporation facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Organizations renting Corporation facilities must have certificate of insurance. It should be attached to the application.