

USE OF DISTRICT FACILITIES

1. District organizations and activities shall have priority in the use of buildings and facilities. Rental of facilities shall not interfere with school activities or maintenance.
2. A District employee who is responsible for the care and/or operations of the facility being used must be on duty during all rentals. If the rental occurs after regular working hours for employees or if the superintendent feels that the event requires additional supervision and/or cleaning, the renting organization must employ District personnel for this purpose.
3. Groups renting facilities shall be held responsible for damage to the facility.
4. Religious groups may rent District facilities on a temporary basis. Renewals shall be considered up to six (6) months. Rental shall be based on emergency conditions or during organizational efforts to build a facility.
5. Kitchen equipment may not be used for food preparation unless District cafeteria personnel are employed for this purpose.
6. Facilities may be used by PTA and other school-related groups for any program dealing with school improvement without charge, if building is normally open and custodians are on duty. Other schedules may be arranged with the principal and only charges for custodial and other needed personnel will be assessed.
7. Community organizations including, but not limited to, Bluebirds, Brownies, Campfire Girls, Girl Scouts, Cub Scouts, Boy Scouts, and homeowners associations may be allowed to hold meetings in District facilities. The District, acting through the Superintendent, may waive any rental fees for usage of facilities by community organizations.
8. If minors are to be present in the District facility being rented, adult sponsors must supervise the minors at all times. Activities must be confined to the area assigned.
9. No alcohol or drugs shall be used in or about District buildings and premises. Smoking and/or the use of tobacco in District buildings or on premises is prohibited. Any organization which rents a District facility shall comply with the District's policies and regulations regarding the use of alcohol and tobacco.
10. District may require groups to purchase insurance and provide proof of insurance as a condition for facilities use or rental, and may refuse any request for facilities use or rental if

insurance is not purchased or proven.

11. Any organization or person desiring to rent a District facility shall be required to complete a Facilities Use Agreement and submit it to the Superintendent for consideration.

12. Non-refundable deposits may be required by the District.

13. Rental fees shall be as follows:

“OLD GYM”: \$20.00 per hour

GYMNASIUM: \$50.00 per hour

CAFETERIA: \$25.00 per hour*

*cost does not include charges for personnel

FOOTBALL STADIUM: \$500.00 per event

BUSES: Mileage at IRS rate**

**Proof of appropriate licensure to operate a school bus is required for bus rental

NOTE: Some air conditioners must be started several hours prior to the use of the facility to cool adequately. The renting organization will be required to pay for air conditioning for the entire time needed to adequately cool the facility as well as the time of the event for which the organization is renting the facility.