

COMMUNITY USE OF SCHOOL FACILITIES

The following regulations will govern the public use of school facilities:

General Conditions:

1. Any organization or group wishing to use the facilities must complete the attached application forms (Hold Harmless Agreement - KG-E-1 and Facilities Request Form - KG-E-2) and send them to the Activities Director who will then have ten (10) days to approve or deny the request.
2. School facilities must be used for the purpose designated on the Facility Use Request Form (KG-E-2).
3. Organizations using school facilities will be responsible for the use and care of school property.
4. All entertainment will conform to established standards of decency and good order.
5. The use of controlled substances (i.e. alcohol, tobacco, etc.) will not be permitted in the school buildings or grounds.
6. The sponsoring organization will monitor the issuance of passes to leave and return to the event.
7. No building, or other school property, will be used for commercial or personal gain.
8. An employee of the district must be on duty or on call at all times.
9. The completed application forms when returned will constitute a permit to use the school.

Rental of School Facilities (when spectators are present, an admission fee is charged, or another school district is using facilities):

1. During non-duty custodial hours, the custodial fee will be submitted as a bill to the organization using the facility.
2. Additional fees may be charged for the use of additional staff and equipment.
3. The following guidelines will be used in the assessment of building rental fees:
 - Gymnasiums/commons/auditorium - \$100-\$300 per area, per day
 - Classrooms - An additional fee may be charged based on the number of rooms and the amount of time they are being used. Requests will be examined on an individual basis.
 - For profit groups - An additional charge of five percent of the gross ticket sales may be assessed

Approved: 11/04/02