

Jamestown Public School District No. 1
Jamestown, North Dakota
Use of School Facilities Administrative Guidelines

A. General Guidelines

1. The use of school facilities will be under the general supervision of the Superintendent of Schools
2. All applications for building/facility use will be submitted to and approved by the Central Office. If the space is available, the Central Office will forward a copy of the request and approval to the building principal. The building principal will be responsible for the coordination of the scheduling of the spaces within their buildings. After approval by the building principal, a copy of the completed rental agreement for use of school facilities will be returned to the Central Office.
3. Any organization using school property shall, in writing indemnify and save harmless the School Board, the individual members thereof and any officials or employees, of and from any loss, damage, liability, or expense that may arise during, or be caused in any way, by such use or occupancy of school property. In the event property loss is incurred, the outside organization shall be billed for the damages. Such agreement shall be signed by an officer of the organization.
4. When there is questionable use in terms of these guidelines, the principal will confer with the Superintendent before making a decision regarding the use of the facility. The Superintendent shall review such requests and notify the principal of the decision.
5. The use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the School Board for expenses. If the facility is being misused by any organization, it is the duty of the principal to point out the problem to the organization so that misuses will be stopped. If problems continue to occur the principal shall report this to the Superintendent who will review the complaint and determine whether the organization should be prohibited from any further use of the schools.
6. When an organization requests the use of school facilities, they may be required to submit additional information on the purpose and objectives of the organization and on the purpose of the requested use of facilities. The organization shall also file the names, addresses, and phone numbers of their officers or leadership personnel.
7. Use of school facilities by community or other authorized groups shall not constitute an endorsement by the Jamestown Public School District of any organization or group.
8. On school days Jamestown Public School Facilities are not available until 5:30 pm.

B. Categories of Groups Authorized to Use School Facilities

The superintendent of schools shall determine a fee schedule applicable for the use of school facilities. The fee schedule shall be evaluated on an annual basis. There shall be no rental costs when facilities are used for open gyms for school-age children, when supervised by an employee of the school district, and at the discretion of the school district. For rental rate purposes, remaining organizations seeking the use of a school facility have been divided into three (3) categories:

1. Category 1

- a. School Board sponsored meetings and activities including school sponsored activities.
- b. Branch or local meetings of approved local, state, national, and international professional education associations.
- c. Adult activities sponsored by Jamestown Park and Recreation will not be required to pay rental costs to district facilities except for events for which entry fees or admission is charged (see Category 2.f) The Jamestown Park and Recreation shall provide, at their expense, adequate supervisory personnel for any after hour use of school buildings.

- d. School PTO/PTA groups and related parent groups
- e. 4-H Clubs, Boys Scouts, Girls Scouts and Special Olympics
- f. Classes for credit supported by or requested by officials of the Jamestown Public School District.
- g. Election polling places.

Category 1 organizations generally will have free use of facilities except for activities that are associated with fund raising, require custodial or other school district personnel. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload. In the case of fund raising or when custodial or other school district personnel are required to be on duty outside of normal hours, the organization will be charged. (See Facility Rental Fees)

2. **Category 2**

- a. Jamestown Public School District recognized booster clubs.
- b. Private (not school sponsored or park board) youth recreational teams will be required to pay \$20.00 per scheduled practice. These practice times may be scheduled with the Central Office and will be coordinated with the principal of the school at which they wish to practice. Practices are restricted to a maximum length of 1.5 hours. No shows for scheduled practice will still be charged the \$20.00 practice fee.

3. **Category 3**

- a. All community non-profit organizations (IRS numbers).
- b. Organizations which sponsor activities which in the judgment of the Superintendent of Schools will play a significant role in community development and/or are of educational benefit to the community.
- c. Other governmental units for the purpose of conducting business meetings.
- d. Political parties for the purpose of holding precinct or district caucuses.
- e. Recreational activities of church related organizations.
- f. Activities/events sponsored by Jamestown Park and Recreation and or other recreational organizations for which entry fees or admission is charged.
- g. Church organizations for regular services or meetings. The preferred length of time is three (3) months. The maximum length of time will not exceed six (6) months. Extensions may be granted in cases where a permanent residence is not available but forthcoming. Application for such extension should be made to the Superintendent.

Category 3 organizations will be charged a rental rate, which will recover utility, maintenance, energy, and other appropriate costs for the use of school facilities. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload. When meetings are held outside of the normal operating hours of the school, charges will be made or custodial and other personnel required for the meeting. In the case of fund raising by Category 2 organizations, the standard rental fee will be above the normal service.

4. **Category 4**

- a. Outside organizations which sponsor recreational and entertainment programs such as films, dramas, shows, etc; where a admission is charged or where the main purpose is fund raising.
- b. Political parties for purposes other than authorized caucuses.
- c. Any for-profit organizations that do not qualify for Categories 1, 2 or 3.

Category 4 organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload.