

KG Use of School Facilities by Community Groups (See DFG and JH) KG

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

KG Use of School Facilities by Community Groups

KG-2

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee {shall/may} be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved: 8/14

KG-R Use of School Facilities

KG-R

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds. Fee and/or rental charges will cover costs of utilities and wages of school personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once each year. The schedule of fees and/or charges for use of any school facility shall be published in the official district newspaper each year before the beginning of the school year. A contract for the use of school grounds has been developed and is required to be signed by any organized group for whom permission to use the grounds has been approved.

Fees Schedule

The USD 320 Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district students. For the purpose of assessing fees, the fee structure is divided into the following classifications:

Class I

Chartered public organizations whose purpose and activities are specifically for children, public service oriented, or is a community group that does not seek to charge money for their activities, and whose membership is open to the public and the organization does not discriminate on the basis of race, religion, gender, national origin or disability. Included in this classification, although not an all-inclusive list, are school organizations and organizations for youth.

Examples: District 4-H Clubs; District Boy Scouts; District Girl Scouts; District Community Education groups; and Community Athletic and Recreation Associations; parents of seniors or student athletes for school purposes; adult music groups, etc.

Class II

Other organized or individual community groups whose membership may be restrictive and/or whose scope of programmed activities is generally limited to the welfare and benefits of its own constituency.

Examples: Churches within the school district; Chamber of Commerce; Jaycees; for profit groups; fairs or carnivals; etc.

The categorization of groups may move between Class I and Class II depending on the purpose for using the district's facilities. Taking into account the purpose for the request, the Superintendent shall be responsible for determining the classification of a requesting group. The Superintendent shall also be given the authority to waive fees when doing so is in the best interests of the district.

Whenever an organization uses the district's facilities, it shall be subject to the following regulations:

1. Scheduling for the use of building facilities and grounds shall be made through the principal of the building in which the facility is located during the regular school term. Requests made for facility and grounds usage between the dates of July 1 and August 1 shall be submitted to the Superintendent. Scheduling for use of the USD 320 sports complex shall be made through the high school athletic director's office.
2. Building rental requests must be properly executed on or before 3:00 p.m. three (3) days prior to when the facilities will be used and the fee, if any, must be paid at the time the contract is issued.
 - a) Those wishing to request facility use for more than one date must pay for all dates at the time the contract is issued unless the provision is waived by the superintendent. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.
 - b) Persons wishing to cancel their reservation for a school facility must do so one (1) day prior to the day the facility is to be used if they wish to be reimbursed for the rental fee.
3. Youth or children's groups must have appropriate adult supervision. Supervisors or groups are required to remain in the building until all members of the group have left the building and ensure the facility is properly secured if a USD 320 employee is not on duty.
4. The applicant must agree to indemnify the district for any damages to the school's property arising out of their use of the facility(ies).
5. Persons attending the function shall confine themselves to the rooms and corridors assigned for their use.
6. Controlled substances and intoxicating liquors, including beer and wine, shall not be used in the building or on school property. Tobacco use in any form is prohibited on school property.
7. School facilities shall not be used for funerals.
8. Patrons applying for facility usage must complete a facility use request form.
9. No screws or nails may be used or alterations of any kind to the school facility may be done without the written permission of the building principal.

KG-R Use of School Facilities

KG-R-3

- 10. In every case, a responsible citizen who is a resident of the district must assume responsibility for the group, sign the facility use agreement form, and must guarantee payment of the fee.
- 11. All unusual disarray or litter is to be cleaned up by the group using the school facilities or additional charges will be billed to the group.
- 12. If the cost to USD 320 is greater than the minimum fee, an additional amount will be charged. This amount will be determined by the superintendent.
- 13. *Fees for custodians and kitchen staff shall be equal to their daily wage rate plus any overtime incurred for the week plus associated payroll taxes.*

Recommended Rental Fees - Only those locations listed below will be available for use by outside groups, both Class I and Class II.

Class I: No use fees will be assessed to those organizations or groups that meet this criteria. However, the decision whether to assess utility, ~~or~~ custodial or kitchen staff fees will be made by the superintendent or superintendent designate.

Class II: The fees for these organizations or groups shall be as follows:

Central Elementary School:

Gym	\$50 per hour and custodial costs
Library	\$20 per hour and custodial costs
Music Room	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>

West Elementary School:

Gym	\$50 per hour and custodial costs
Stage	\$20 per hour and custodial costs
Cafeteria	\$20 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>
Play Field**	\$20 per hour plus grounds maintenance costs

Wamego Middle School:

Gym	\$50 per hour and custodial costs
Locker Rooms	\$20 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Library	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>

KG-R Use of School Facilities

KG-R-4

Vocal music	\$20 per hour and custodial costs
Instrumental music	\$20 per hour and custodial costs
FACS room	\$20 per hour and custodial costs
Football Field**	\$20 per hour plus grounds maintenance costs
Practice Field**	\$20 per hour plus grounds maintenance costs
Other Designated Grounds	\$20 per hour plus grounds maintenance costs

Wamego High School:

Gyms	\$50 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Concession Stand*	\$15 per hour and custodial costs
Vocal Music	\$20 per hour and custodial costs
Auditorium	\$50 per hour and custodial costs
Wrestling Deck	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen Assistance as required.</i>
Instrumental Music	\$20 per hour and custodial costs
PE Field**	\$20 per hour plus grounds maintenance costs

USD 320 Sports Complex:

Parking Lot	\$50 per hour
Practice Field**	\$50 per hour plus grounds maintenance costs
Football Field/Track**	\$100 per hour and grounds maintenance costs
Concession Stand	\$25 per hour and custodial costs
Shelter Building***	\$25 per hour

* Use of pots, pans, and other utensils is prohibited unless permission is given by building principals. *If an applicant requires the use of any of the kitchen cooking equipment, they will be required to have a kitchen staff member on site while cooking is being done.*

** If lines are needed to be cut outside of the terms of the agreement, it will be done by USD 320 personnel.

*** The shelter building is not available for use by individuals for private gatherings, i.e. graduation, birthday, or other parties.

Approved: 04-13-09

USD 320 Buildings and Grounds Usage

Approved – February 10, 2014

In conjunction with USD 320 Board of Education policy KG, the following procedures and rules must be observed by all outside groups requesting the use of any USD 320 facility or field.

Request Procedure

1. Request is submitted AT THE BUILDING LEVEL or through the calendar system. (Additional documentation may be requested at the building level.)
2. There needs to be a single contact person per group/organization requesting use of the facilities.
3. If a request is received at the district office first, it will be forwarded to the appropriate building secretary for initial processing.
4. Building secretary checks to make sure the requested time is available.
5. If the building principal approves the request, then the request is calendared.
6. A copy of the request will be sent to the district office.
7. The Superintendent will determine if the usage is billable or not.
8. The Director of Operations is notified of scheduled uses that require custodial support or any special needs.
9. On a monthly basis, building secretaries will forward time used by each group/organization to the Board Clerk at district office to bill them if applicable. Copy of billing will be sent to the building for file if needed.
10. The building staff is responsible for managing their own building use schedule. The Board Clerk can facilitate with requestors if needed.

Rules for Building and Grounds Usage

1. All requests must be made at least 48 hours in advance of the requested event.
2. Annually, the requested use of non-recreational facilities will require the organization to present a certificate of insurance listing USD 320 as an additional insured.
3. For scheduling of open gyms with community groups, there must be a release of liability not holding USD 320 liable for accidents or incidents.
4. On the event of the first request, the contact person or coach must go to the school office and sign acknowledgement of the rules and procedures before any events may be scheduled by a group or organization.
5. School or district use will always supersede use by groups outside the USD 320 organization.
6. Every activity will have a strictly observed start and end time.
Central: Inside 6:00-9:00 pm
West: Outside 4:00-Dark; Inside 6:00-9:00pm in the gym.
WMS: Outside 6:00-Dark; Inside 6:00-9:00 p.m. (Sundays until 7:00 p.m.)
WHS: Inside 6:00-9:30 pm
7. If school is not in session, all events are canceled.
8. Children not participating in the activities **MUST** be supervised by an adult.
9. All doors are to remain closed; do not prop doors open for late arrivals.
10. Warm ups for activities are to take place in the gyms, not in any hallway or commons area.

11. The school buildings are not open for the use of groups practicing outside.
12. All outside groups are responsible for cleaning up equipment and trash.
13. Field usage will be canceled by the Director of Operations for any event happening within 24 hours of a ½" or more of rain. The Director of Operations will notify the point of contact for the organizations.
14. Field rules are to be observed: No smoking, alcohol, pets, or parking on grass or gravel road.
15. Groups/organizations will be financially responsible for damage to any property during meetings, practices and games.
16. All groups/organizations will have an adult supervisor present at all meetings, practices, and games. This person would be responsible for checking the facility prior to and at the completion of an activity. This supervisor would also be the one in charge in the event of an emergency.