

## USE OF SCHOOL FACILITIES

**The Board of Education of Stockbridge Community Schools, in keeping with the philosophy of community education, encourages the use of school facilities for purposes directly related to the educational, civic, cultural, recreational and social life of the community. It recognizes that the primary purpose of school facilities is to implement the regular instructional program and that other usage shall not interfere with this program.**

### I. REQUIREMENTS

- A. Notice & Cancellations** - The Board reserves the right to demand sufficient time for full investigation, notice and arrangements of all requests for the use of school facilities. The Board reserves first claim to the use of its own property. Cancellations may be ordered by the school authorities with or without due notice. All approvals are granted with this understanding.
- B. Supervision & Security** - All activities must be under a competent adult supervisor approved by the Director of Community Education or the principal of the building involved. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the Superintendent or his designate. The person to whom the building use is issued is responsible for the group.
- C. Damage and/or Property Loss** - Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the Superintendent, and a bill for the damages will be presented to the group using the facilities. Payment for damages must be made within thirty days of receipt of the bill. The school district will not be responsible for any loss of valuables or personal property.
- D. Nature of Programs** - Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform with all of the policies of the Board of Education.
- E. Restrictions on Use** - Approved users are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Director of Community Education and the building principal.
- F. Fire & Safety Regulations**- Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit so they block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.

- G. Equipment Fees** - The use of equipment by non-school groups shall be granted only upon advance approval of the building principal. Extra compensation paid to employees for moving, operating, or supervising the use of special equipment will be charged to the using group. Equipment rental fees shall be charged to non-school groups according to the attached fee schedule. Furniture and equipment transported among school buildings for use by non-school groups may necessitate an additional charge.
- H. Condition of Rooms**- User groups are expected to leave all rooms, furniture, and restrooms in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be paid for by the using group.
- I. Closure Due to Weather**- The Board reserves the right to cancel activities when school is closed due to inclement weather.
- J. Collection of Fees**- In all cases, fees for Category 4, 5, and 6 users due within 30 days of billing. This includes facility rental charges, staff costs and fees for extra services which may be required. A security deposit of an amount equal to the estimated rental cost for usage of the facilities may be charged, according to the nature of the event, as determined by the Superintendent or his designate. The Superintendent or his designate reserves the right to request full payment in advance or to request a deposit of \$500 or 10% of the total estimated fee, whichever is greater, to reserve the facility and to request that the balance of all estimated fees be paid at least two weeks prior to the date of use.
- K. Alcohol and Controlled Substances**- Alcohol and controlled substances will not be permitted in school facilities or on school property.
- L. Use of Custodians**- A school custodian shall be on duty whenever a facility is being used except as exempted by the building principal or the community education director. The custodian will be responsible for handling furniture and equipment. The custodian is responsible for ensuring that the facility and equipment are left in good order following the activity. The custodian's overtime, including clean-up time, will be charged against the group/organization at the regular overtime rate.
- M. Opening of Offices**-Building custodians have been instructed that only in the case of extreme emergency are offices to be opened. Groups are to use pay or cell telephones.
- N. Food in Buildings**- No food items of any type are to be prepared in school district facilities without the prior knowledge and consent of the building principal. Should a kitchen area be desired for use of food preparation, it must be approved by the food service director. It is understood that an approved member of the school cafeteria staff may be necessary at user expense to supervise the kitchen.
- O. Opening & Closing of Buildings**- Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of

the program unless other arrangements are requested on the application and approved.

- P. Use During Vacations-** 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.
- Q. Enforcement of Rules-** Responsibility for enforcement of rules and regulations concerning use of all school facilities rests with groups using the facilities. Permits to use a facility may be canceled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, Stockbridge Community Schools assumes no liability other than return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been processed. Any infractions of the building use regulations herein may also be grounds for refusing to grant subsequent requests for the use of school facilities.
- R. Liability Insurance-** A certificate of liability insurance will be required for all Category 5 Users at least two weeks prior to use. Minimum liability insurance in the following amounts must be provided: \$100,000 per person, \$300,000 per occurrence, and \$100,000 property damage; or combined single limit liability of \$300,000. Users in Category 3 and 4 may be required to provide additional insurance depending upon the activity at the discretion of the Superintendent or his designate.

## **II. GENERAL REGULATIONS OF USE**

- A. Priority of School Organizations -** The use of school facilities for school purposes, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools have precedence over all others. However, in-house programs should have dates approved a minimum of 90 days prior to date of use to guarantee availability of the requested facility. The time line for acceptance of applications for Category 4, 5, and 6 use shall be determined by the Director of Community Education.
- B. Priority of Use Categories-** The following categories have been established to determine priority of use:
  - Category 1** K-12 Instructional Day Program Activities
  - Category 2** After School K-12 Programs, including childcare with building occupants having priority
  - Category 3** Comm. Ed. Programs/School Support Groups
  - Category 4** Nonprofit Civic Groups/Govt. Organizations/Churches
  - Category 5** Private Resident Use/Other Community Groups
  - Category 6** Commercial Users/Non-Resident Groups
- C. Applications-** Applications for the use of school facilities shall originate with responsible organizations of adult individuals, and 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. Approved users should have their copy of the building use permit available for

presentation to custodial staff or school officials upon request.

**D. Deposit-** Users may, at the discretion of the Superintendent or his designate, be requested to include a security deposit equal to the total amount of estimated fees based upon the nature of the event. If the user cancels with less than two working days notice to the Community Education Office, a cancellation fee of twenty dollars (\$20) or an amount equal to ten percent (10%) of the estimated fee, whichever is greater, may be charged. If a building key needs to be issued a key deposit of \$50 will be required and will be refunded upon return of the key.

**E. Process for Requests-** The applicant is responsible for completing a Building Use Form for all requests for use of school facilities. Completed applications must be signed by the person requesting use and should be submitted a minimum of five business days in advance of use with a \$5 processing fee per form. Building Use Forms can be obtained from any school office. The form will be sent to the Community Education Office for consideration and then, if warranted, to the Principal of the facility requested will be consulted for approval. Upon written approval by the Community Education Director copies will be sent to the applicant. A copy will be maintained in the Community Education Office. The event will be entered into the district's online calendar system with notations for custodial staff as needed. The applicant's request should not be considered to be approved until the applicant receives the signed copy.

**Process for Requests by school-related groups/individuals:** School-related users may contact the Community Education office by email, in person, by using the building request form, using the online request form, by fax, or by phone to determine availability of facilities and reserve the room. The Community Education office will be sure the necessary forms are completed, contact building principals as needed and enter the event into the district's online calendar system. Athletic Events will normally be scheduled by the Athletic Director into the online calendar system.

**F. Approval of Facilities-** Approval of use of school facilities shall be done by the Director of Community Education or his/her designees in cooperation with the building principal and the Athletic Director, who will approve the use of athletic fields and the High School Gymnasium. The superintendent's office will determine the need to assign custodial staff at the expense of the user group, if necessary.

### **III. PRIORITY FOR USE**

To insure the care and preservation of school facilities and equipment and to insure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories are established. These categories have been set up to determine priority for use and a schedule of fees for approved users outside regular or extracurricular programs or activities when designated space and facilities are available. At all times, the Board reserves the right to cancel without notice any non-school event in order to maintain first right of use of its facilities for school programs.

### **Category 1: K-12 Program Activities**

K-12 Program Activities are those which directly relate to regular or daytime extracurricular K-12 events. These include music performances, plays, athletic events, parent orientation meetings, honor society inductions, awards banquets, etc. K-12 Program Activities must have dates approved a minimum of 90 days prior to date of use to guarantee availability of the requested facility. Scheduling of high use areas such as a school gymnasium or the high school cafetorium by K-12 programs should be done during the district's annual spring scheduling process whenever possible.

#### **Fees for Category 1**

No rental charges will be assessed for activities and performances, which are considered part of the regular or extra-curricular K-12 program.

### **Category 2: After School K-12 Programs Including Childcare**

#### **Fees for Category 2**

No rental charges will be assessed for activities and performances, which are considered part of the regular or extra-curricular K-12 program.

### **Category 3: Community Education Programs/School Support Groups**

Community Education programs solely or jointly administered by the Board of Education will be granted third (3<sup>rd</sup>) priority for available school district space and facilities. In addition, this category includes (but is not limited to) school-related support groups such as Parent-Teacher Associations, Parent Advisory Groups, Band Boosters and Sports Boosters.

#### **Fees for Category 3**

For use during usual hours of operation, no rental charges will be assessed. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. All custodial overtime must receive prior approval from the building principal. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.

### **Category 4: Nonprofit Civic Groups/Governmental Organizations/Churches**

Nonprofit Civic Groups/Governmental Organizations are defined as governmental agencies or organized groups who provide civic, educational, or cultural activities and are staffed by volunteers. Such civic groups and governmental agencies will be issued permits for space and facilities on a fourth (4<sup>th</sup>) priority basis.

Examples of Category 4 users include, but are not limited to, local Scout organizations, Lions,

Stockbridge Chamber of Commerce, Stockbridge Development Authority, local township units of government.

#### **Fees for Category 4**

For use during usual hours of operation, rental charges will not normally be assessed, but a \$5 scheduling fee will be charged when the building use request is submitted. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime costs must receive prior approval from the building principal.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee. A fee may be charged when an event is expected to cause excessive wear and tear on a facility or additional utility costs (ex. air conditioning of cafetorium during summer months). This fee will be determined on an individual basis and will be presented to the user prior to the approval of the facility.

When activities in Category 4 involve ticket sales, admission fees, or are of a fund-raising nature, fees listed in the enclosed schedule may be charged. Fees may also be charged to Category 4 Users when, in the opinion of the Superintendent or his designate, the majority of users attending a particular event are not Stockbridge School District residents.

#### **Category 5: Private Resident Use/Other Community Groups**

Private Resident Use/Other Community Groups are defined as informally organized groups of community residents who are interested in using school facilities for a particular use, who are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural, or charitable goals. This group includes, but is not limited to, recreational users with limited groups not open to the public, neighborhood associations, and other groups whose activity has limited participation. These groups will be assigned fifth (5<sup>th</sup>) priority of available spaces. A \$5 scheduling fee will be charged when the building use request is submitted.

#### **Fees for Category 5**

Category 5 users may be charged according to the enclosed schedule for allowable space permits, though fees may be waived by the Superintendent or the Director of Community Education. For use during usual hours of operation, rental charges will not normally be assessed. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime costs must receive prior approval from the building principal. Participation at scheduled events must be composed of at least 51% residents of the Stockbridge School District in order to be in this category.

The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime costs must be received prior to approval.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee. An extra fee or deposit may be charged when an event is expected to cause excessive wear and tear on a facility or additional utility costs (ex. air conditioning of the cafetorium during summer months). This fee will be determined on an individual basis and will be presented to the user prior to the approval of the facility. For private events, the first line of liability will be assumed by the homeowner's policy of the person reserving the space.

### **Category 6: Commercial Users/Non-Resident Groups**

Commercial users, defined as private, for-profit businesses, vendors or entrepreneurs, shall not be routinely serviced in school facilities, and are discouraged from application for use of school facilities. Non-resident Groups are groups of users composed of a majority of people living outside the Stockbridge Community School District. Approval of all applications in Category 6 will be based upon the following criteria: Benefits to the school district and the community; Educational contribution; Potential wear and tear on school facilities; Appropriateness of the activity; Relationship of the activity to the stated mission of the school district. All Commercial and non-resident users must present proof of liability insurance before their application will be approved.

### **Fees for Category 6**

Category 6 users will be charged according to the enclosed schedule for allowable space permits. A deposit of \$500 or 10% of the total estimated fee, whichever is greater, shall be paid by these groups to reserve the facility with the balance of all estimated fees due at least two weeks prior to the date of use. A cancellation fee of \$20 or 10% of total estimated fees, whichever is greater, will be charged if the requestee cancels less than two working days before the scheduled event. Local businesses may be charged according to the fee schedule for Category 4 and 5 when providing an activity of benefit to Stockbridge youth or to the Stockbridge community at the discretion of the Superintendent of Schools or his/her designee.

## **IV. SCHEDULE OF FEES FOR DIRECT AND INDIRECT COSTS**

**A. Procedure for fee payment** - Facility rental fees will be charged of all Category 6 users. A security deposit may be requested at the discretion of the Superintendent or his designate. Once the facility is approved, a cancellation fee of \$20 or 10% of total estimated fees, whichever is greater, will be charged if the requestee cancels less than two working days before the scheduled event. All charges of school facilities by Category 4 and 5 Users must be paid within 30 days of billing. Fees for Category 6 Users must be paid in advance at least two weeks prior to the scheduled activity.

**B. Facility Fee Schedule -**

	<b>Category 1, 2, 3, &amp; 4</b>	<b>Flat Fees for Category 5</b>	<b>Per hour Fees for Category 6</b>
Classrooms (Elem, MS & HS)	-0-	\$40	\$50
Libraries	-0-	\$60	\$50
Kitchens (M.S., H.S., Heritage, Smith)	-0-	\$100	\$200
(Katz/Howlett) Kitchen/Gym/Café	-0-	\$50	\$200
M.S./H.S./Heritage/Smith Cafeteria	-0-	\$80	\$300
*High School Gym	-0-	*\$100	\$300
*Middle School Gym	-0-	*\$100	\$300
*Heritage Elementary Gym	-0-	*\$100	\$300
Smith Extended Learning Center	-0-	\$100	\$200
Grounds & Site Fee		\$80	\$300
Other areas by request			

\* Soft-soled shoes on wood floor gyms required.

**C. Equipment Rental Charges -** In addition to the above fees designed to defray costs for community use of school facilities, additional charges to Category 4, 5, and 6 Users for special equipment or services provided may be charged as follows:

Pianos	\$50
Podium	\$50
Sound System--P.A. with microphone	\$50
LCD Projector with screen	\$50
Equipment not shown priced on a case-by-case basis	
Equipment Services--Moving chairs, bleachers, platforms, etc.	According to needs

If piano tuning is needed, the tuning fee will be charged at the current rate.

**D. Personnel Charges**

- 1. Custodial Charges -** When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on, and that doors are opened for the group's use of the facility. If services of the custodian are requested in addition to the above and the custodian is called away from his regular duties, then the group will be required to pay the rate listed below for each hour or fraction thereof that s/he is obliged to work



overtime because of services rendered. Users will be charged for custodial time required to set up special school equipment and furniture (e.g. P.A., tables for large banquets, risers, etc.) If a group uses a school facility at a time when a custodian is not normally on duty, then all of the custodian's overtime for the period his services are required shall be charged to the renting group. During the time that the custodian is on duty, s/he will be available to assist with setup and cleanup for the scheduled event while maintaining security and cleanliness of the building. Any other overtime incurred for service to a using group will be charged to the group. No overtime shall be paid directly to any school employee by the user. All custodial charges will be based on the overtime provisions of the current custodial contract and will be billed by the Business Office after scheduled facility uses.

**Custodial Rates (Monday through Friday)**

As established by current custodial agreement

**Custodial Rates (Saturday & Sunday)**

As established by current custodial agreement

**2. Food Services/Kitchen Supervisor**

As established by current food service agreement

**V. CONCLUDING STATEMENT**

Stockbridge Community Schools herein has attempted to provide for maximum usage of school facilities within a framework that will guarantee to the community that school facility use is in no way a detriment to the regular educational program of the children. Fees are designed so that no undue burden is placed upon the public as the result of individual group use of school facilities.

Adopted: 1/12/09