

Community Relations

Building Rental Philosophy

I. PHILOSOPHY

All school facilities, classrooms, auditoriums, gymnasiums, cafeterias, playgrounds, athletic fields, etc., are designed primarily for school and school related activities and organizations, and educational and cultural activities of the broader school community.

School activities are those carried on by and for the school and include regular classes, adult education activities, and extra-curricular activities such as athletics, plays, programs, and contests. These shall have precedence over all other requests for use of school facilities.

However, the Board of Education recognizes that the school facilities are public, and insofar as other activities do not conflict or hinder the school program or school activities, facilities may be rented or used by others in accordance with the rental policies that follow, and insofar as they do not conflict with existing laws. The Board recognizes that charges are necessary so that school monies will not be used in the support of non-school activities.

II. USE OF SCHOOL BUILDINGS AND GROUNDS

A. Type of Use permitted

The Board of Education permits use of schoolrooms, auditoriums, gymnasiums, and other facilities by civic, governmental, patriotic, religious, educational, parent groups and other organizations for meetings and uses intended to promote the public welfare and deemed in the public interest. At least one site within each High School Attendance area will be designated by the Superintendent, or designee, as a "Community Learning Center" whereby parent involvement information and activities may be disseminated and coordinated as required under NCLB and Title I. Because of the nature of the facility, the Stadium will seldom be rented to outside groups, and never for outside activities that would be injurious to the turf.

B. Control and Management

All school facilities shall be under the general control and supervision of the Superintendent of Schools, or such person designated by him or her, subject to the terms and provisions of this policy and other rules and regulations which may be enacted by the Board of Education.

C. Supervision

Proper supervision satisfactory to the Superintendent of Schools or his/her representative shall be provided at the expense of the organization using the facility. If necessary, police supervision may be required. This provision is made to ensure good order, the protection of the property, the observance of the rules of the Board of Education, and the prevention of people wandering throughout the building or being on the school premises elsewhere than in the designated rooms and their direct approaches. No meeting shall be held until the designated school authority has received satisfactory assurance that proper supervision will be provided.

D. Proper Help

Auditoriums, gymnasiums, and other rooms may be used by the general public only under the direct management of persons qualified to use and care for the equipment therein. The District reserves the right to determine which equipment can be used by the public and which equipment requires District supervision to operate.

- E. The Principal and/or Director of Buildings and Grounds reserve the right to determine the number of operation and security personnel. This shall be a part of the cost to the renter and shall be included in the rental charge.
- F. Time
Evening meetings shall close by 10:00 p.m. If it is necessary for a renter to remain past the specific closing time, the renter shall be responsible for any overtime salaries or charges that must be paid.
- G. No school facilities or equipment beyond those granted in the application shall be used.
- H. No applicant for use of a school facility shall sublet or reassign the facility rented.
- I. Applicants shall observe all requirements of the State Life Safety Code for schools and all local fire department regulations.
- J. High school kitchens and student centers shall not be rented under normal circumstances.
- K. Alcohol, Drugs, and Tobacco
The use of alcoholic beverages and dangerous drugs or chemicals upon school premises is strictly prohibited. No persons under the influence of alcohol or dangerous drugs or chemicals will be permitted in the building. Smoking is not permitted anywhere on District property.
- L. Any decorations erected shall be put up in a manner that will not be destructive to school property. The renter shall be responsible for the removal of all decorations prior to the beginning of the next school day.
- M. Rental of School Equipment
Because school equipment is fragile, because of possible insurance restrictions, and because of the difficulty of assessing responsibility for damages that may occur, school equipment may not be rented or loaned to individuals and organizations unless specified in the building rental request.
- N. In case of any damage to school property while in use by those engaging the facilities, the cost of necessary repairs shall be paid to the School District before further use shall be granted to them.
- O. Users shall furnish proof of insurance upon request.
- P. The Principal and/or the Director of Buildings and Grounds reserve the right to determine the suitability of requested facilities for the type of activities planned.

III. CATEGORIES OF USERS OF SCHOOL PROPERTY

The Board of Education recognizes four categories of users of school facilities.

- A. Use of school facilities for School District connected activities, including **recognized** parent, teacher, student, and community groups or events.
- B. Use of school facilities by such organized youth character building agencies as is approved by the Board of Education.

- C. Use of school facilities by governmental, civic, charitable, or religious groups provided there is no admission charge for the activity and it is open to the public.
- D. Use of school facilities by organizations that charge an admission fee or solicit contributions for their activity.

IV. SCHEDULE OF CHARGES

- A. Use of school facilities by Category A users will be at no charge, providing it is in accordance with their organizational purpose.
- B. No charge will be imposed on Category B users for normal activities. Actual costs may be charged for custodial services, utilities, etc., incurred beyond those required for regular activities.
- C. Use of school facilities by Category C users will be charged on the basis of actual cost of material, utilities, and labor to the School District providing there is no admission charged or collection made, in which case they become Category D users.
- D. Users of school facilities in Category D will be charged an amount estimated to approximate the charges of comparable privately owned facilities.
- E. The schedule of charges will be reviewed annually and updated along with other District fees at the July 1 organizational meeting.

V. RENTAL PROCEDURES

- A. Applications for the use of school facilities shall originate with responsible organizations or individuals located within School District 150 and shall be made with the Building Principal of the school involved. Requests for rental of school facilities during periods that the Principal is not on duty shall be made through the office of the Director of Enterprise Services.
- B. Requests for rental of District properties other than schools shall be submitted to the Director of Enterprise Services.
- C. Any organizations applying for use of school facilities shall be required to complete the necessary forms required by the School District and these must be signed by a responsible individual.
- D. All applications for the use of school facilities will be acted upon in order of their filing. The Superintendent of Schools, or other school official authorized by the Superintendent, is granted authority to refuse the use of school facilities to any lessee, when in their opinion such use would not be to the best interest of the public.

Action upon applications submitted before the beginning of the school year may be postponed until the month of October in order for the school organizations to complete their calendars of activities.
- E. Application should be made as early as possible prior to the requested date of usage.
- F. Payment of the rental fee should accompany the application for the use of a school facility. If additional charges are incurred, they will be billed promptly.
- G. Any violation of the rental agreement, non-payment of rental fees, or refusal to pay damage costs will result in the responsible persons or organization being made ineligible for further rental of school facilities.

BUILDING RENTAL CHARGES – HIGH SCHOOL

| FACILITY | CATEGORY C | | | CATEGORY D | |
|-----------------------------------------|------------------|----------|----------|------------------|----------|
| | 2 hours | 3 hours | 4 hours | 3 hours | 4 hours |
| | (Minimum Charge) | | | (Minimum Charge) | |
| Gym w/locker & shower room | \$136.37 | \$159.94 | \$184.61 | \$505.62 | \$573.68 |
| Gym only | \$120.74 | \$144.31 | \$167.88 | \$464.16 | \$527.90 |
| Auditorium | \$136.37 | \$159.94 | \$184.61 | \$505.62 | \$573.68 |
| Classroom | \$57.00 | \$73.04 | \$89.08 | \$222.64 | \$285.35 |
| Additional Classroom | \$16.04 | \$16.39 | \$16.74 | \$87.17 | \$87.52 |
| Library | \$69.29 | \$86.83 | \$104.37 | \$310.10 | \$357.43 |
| Cafeteria (no food) | \$136.37 | \$159.94 | \$184.61 | \$505.62 | \$573.68 |
| Cafeteria (food, but not using kitchen) | \$159.80 | \$180.83 | \$203.42 | \$586.41 | \$646.79 |

BUILDING RENTAL CHARGES – ELEMENTARY SCHOOLS

| FACILITY | CATEGORY C | | | CATEGORY D | | |
|-------------------------------------|------------------|---------|---------|------------------|----------|----------|
| | 2 hours | 3 hours | 4 hours | 2 hours | 3 hours | 4 hours |
| | (Minimum Charge) | | | (Minimum Charge) | | |
| Gym w/locker & shower room | \$57.02 | \$72.51 | \$88.00 | \$184.47 | \$221.32 | \$260.72 |
| Gym only | \$49.99 | \$65.48 | \$80.97 | \$171.39 | \$205.16 | \$258.27 |
| Classroom | \$42.00 | \$55.84 | \$69.68 | \$138.99 | \$191.44 | \$242.24 |
| Additional classroom | \$7.62 | \$7.97 | \$8.32 | \$36.44 | \$38.12 | \$39.79 |
| Library | \$54.48 | \$68.97 | \$83.46 | \$120.58 | \$198.01 | \$231.60 |
| Kitchen (if used for serving meals) | \$17.18 | \$22.93 | \$27.68 | \$87.46 | \$105.83 | \$123.17 |

CHARGES FOR RENTAL OF EQUIPMENT LISTED BELOW ARE IN ADDITION TO THE BUILDING RENTAL CHARGES

| EQUIPMENT | CATEGORY C | CATEGORY D |
|-----------------------|-----------------------|----------------------------|
| Stage Lights | \$5.62/hr. + labor | \$16.88/hr. + 300% labor |
| Public Address System | \$5.62/hr. + labor | \$16.88/hr. + 300% labor |
| Choral Risers | Actual handling costs | 300% actual handling costs |

| | | |
|----------------------|-----------------------|----------------------------|
| Chairs and Bleachers | Actual handling costs | 300% actual handling costs |
| Projector and Screen | \$3.75/hr. + labor | \$15.50/hr. + 300% labor |
| Piano and/or organ | \$5.62/hr. + labor | \$16.88/hr. + 300% labor |

P.E. equipment will not be rented. Equipment will be rented only when used in connection with the rental or use of school buildings.

NOTE: The aforementioned listing of facilities or equipment does not imply availability at a particular location nor obligate the Board to permit their use. Charges will be adjusted for ½ hour periods.

Doors will not be open more than 30 minutes prior to the specified time and will be closed 15 minutes after the specified time.

Trewyn and Roosevelt will be considered to be high schools in determining rental charges.

Each hour beyond 4 hours would be charged at the difference between the 3-hour and the 4-hour rate.

Practice sessions – ½ regular rental charge, subject to all provisions of Section II.

Labors costs for equipment will be charged at the rate of \$9.00 for staff and the minimum wage in effect for student helpers. The Principal shall determine how many people are needed. Payments directly to staff or students by the user are strictly forbidden.

CROSS REF: 2:20 (Powers and Duties of the Board of Education), 8:20 (Community Use of School Facilities), 8:22 (Categories of Users of School Property, IIIA), 8:96 (District Parent Involvement, #11), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: July 18, 2005

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