

KG Use of School Facilities and Equipment

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Availability

When school facilities are not required for school educational programs or activities, they may be made available at reasonable times and at reasonable rates to USD 437 community groups or USD 437 community residents. Use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity. No long-term agreements for regular use of facilities or equipment will be made. A long-term agreement is anything exceeding ninety days in duration. The district reserves the right to limit the rental of school facilities to only one organization at a time, if in the opinion of the district the requested multi-use at the same time is not compatible. Groups or individuals may not use school facilities for commercial use or profit unless approved in advance by the Auburn-Washburn USD 437 Board of Education. Any group wishing to use school facilities or equipment shall consist of at least 50% patrons of Auburn-Washburn USD 437, exceptions are:

1. A youth activity (for example: as Boy or Girl Scouts, YMCA etc) with a USD 437 adult patron as the sponsor.
2. A group wishing to use the WRHS Auditorium or Artificial Turf Soccer Field.

Fees and Rental Charges

The rental charge is a reimbursement to the district for the building and equipment depreciation, maintenance, utilities, and consumable supplies. The labor fee is for the additional salary cost for custodian, technicians, foodservice workers, and other applicable staffing.

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Groups sponsoring youth activities may use the school facilities and equipment free of charge, except for the Artificial Turf Soccer Field. A custodial fee will be charged if the custodial hours of utilization are outside of normal custodian hours or require additional custodial cleanup, such as the Artificial Turf Soccer Field.

The administration 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. 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 made available by each building principal and the business office upon request.

Borrowing Equipment

Permission must be granted from the building principal before any district equipment is removed from the school grounds. Equipment may be used at the building by civic and educational organizations when approved by the appropriate building principal. Equipment may be used by a community organization outside of the school building if approved by the superintendent. The borrowing organization becomes financially responsible for any damage to or loss of borrowed equipment.

Approved: March 15, 2004

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Availability of Facilities

The superintendent or his/her designee shall approve or disapprove requests for use of school facilities for non-school use within the procedures established and approved by the board. The building principal or superintendent can cancel any use of school facilities if the school facility is needed for a school activity or if the district is not able to arrange district staff for required staffing.

Rental Contract

A contract for rental of facilities shall be completed through the building principal at least ten (10) days prior to the date requested. The district reserves the right to cancel reservations due to unforeseen circumstances or for need by the district.

A copy of the rental contract shall be presented to the custodian by a building administrator at the time admittance to the facility is approved. The custodian is to grant admittance only to groups having previously made arrangement through the building principal as evidenced by the produced rental contract.

The building user is allowed access only to the facilities described in the rental agreement, access to restrooms, and access to the storm shelter for protection in the event of a severe weather warning. All fees will be made payable to Auburn-Washburn USD437 and paid to the building administrator prior to the scheduled activity.

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Liability Insurance

The renter shall indemnify USD 437 against any loss or liability to any person, whether or not as a result of district negligence, arising when using district facilities by renter or any condition of the premises during such use. Liability insurance is not required for the occasional use of district facilities.

Procedures for Requesting Facilities

AUBURN-WASHBURN USD 437
FACILITY RENTAL PROCEDURE

Purpose

This procedure governs the rental of school facilities under School Board Policy KG.

Contract

A Facility Rental Request should be initiated and a Facility Rental contract must be completed through the building principal at least (10) ten days prior to the date(s) requested. The individual(s) signing the rental contract will be considered the responsible party. That individual(s) must be present during the usage of the facility.

Facilities and Equipment

The renter will be allowed normal use of the designated space rented with access to restrooms and, access to a storm shelter or protection in the event of a tornado warning.

School equipment shall not be loaned to groups or individuals without the permission of the Superintendent. (Exception: Equipment may be loaned to district employees with the permission of the building principal.) The responsible person will take full financial responsibility for the safe keeping and protection from damage for equipment borrowed.

The granting of use of a designated part of a facility confers no access to other parts of the facility.

No changes are to be made in the arrangements of the rooms or stage equipment without prior written permission of the building administrator.

The renter shall not make physical alterations to the building or equipment (no nails, screws, hangers, etc.)

Staffing

The building principal may require a Staff Supervisor from the District to be present when he/she determines the need for such a Staff Supervisor while the rental group is present. The renter will be charged the Staff Supervisor rate. The facility will not be made available unless the renter agrees to the requirement for the Staff Supervisor.

A district custodian shall be on duty when facilities are in use. The designated custodian or School Staff Supervisor has the authority of the building administrator and will insure proper use of school facilities; however, the person in charge of the group using the facility shall be responsible for the conduct of the group. The custodian on duty will admit the group to the building, be present in the building during the time of use, and will secure the building when the group departs. Use of facilities at times when custodians are not normally on duty or when extra duties are required, involve extra expense which will be charged on the rental contract. The district reserves the right to determine the hours of custodial staffing that are necessary for facilities usage. For programs where arrangements have been made to have chairs and/or tables set up, the extra time necessary for setup will be included in the required hours and the set up will be specified in the rental contract.

Whenever the kitchen is required, a food service worker must be present in the kitchen. Use of the kitchen at times when food service workers are not normally on duty or when extra duties are required, involve extra expense which will be charged on the rental agreement. The district reserves the right to determine the hours of food service staffing that are necessary for kitchen usage. The hours required will be determined by the District Food Service Supervisor.

A district auditorium technician familiar with lighting, sound, and stage equipment must be present to supervise the use of this equipment. The district reserves the right to determine the hours of technical staffing that are necessary for auditorium usage.

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Exception: If a qualified school district employee is a member of the user group and is willing to accept responsibility to perform required staffing at no cost, then the staffing charge will not apply. A qualified employee must be familiar with heating, ventilating, utility systems and equipment to be used. The exception must be noted on the rental contract and the employee clearly identified. The building administrator will determine an employee's "qualified employee" status.

When the Artificial Turf Soccer Field is rented, a High School Staff Supervisor must be present to supervise the use of the field.

Supervision

The renter is responsible for supervision of the activity, parking and crowd control.

Smoking and tobacco products are not permitted in any District Building in accordance with Board Policy. Alcohol in any form is prohibited on District Property. No food or drink is permitted in the school except where special arrangements have been made with the building administrator and then only in those areas designated in writing on the rental contract.

No youth baseball, softball or soccer will be allowed inside of any building, including gymnasiums. High school softball, baseball, and soccer teams needing indoor facilities due to inclement weather must have permission from the building administrator and must use modified equipment during the indoor practice.

Damages

Prior to departure, the renter and building custodian will review the area and equipment used. Any damages or discrepancies must be noted on the rental contract and initialed by both parties. All facility users shall agree to pay for all loss of, or damage to, property or equipment beyond ordinary wear. Damages and cost will be determined by the building principal, Director of Business Services, and Director of Support Services.

Liability

The renter shall indemnify USD 437 against any loss or liability to any person, whether or not as a result of District negligence, arising when using district facilities by renter under rental contract or any condition of the premises during such use.

For prolonged use of a facility, more than one time (multiple dates of usage under one rental contract), the renter shall provide a general liability insurance policy, naming the district as an also insured, with a \$500,000 combined single limit for the duration of the usage and shall furnish the Director of Business Services.

Shelters

The renter shall be responsible for warning people of impending severe weather and is responsible for the prompt movement of these people to areas designated as storm shelters in the building.

Fees

Rental fees are to reimburse the District for building and equipment depreciation, custodial services, utilities, and consumable supplies. Rental costs will be calculated using the schedule for rental of facilities fees. The district reserves the right to change these fees without prior notice.

Rental fees are payable in advance to the building administrator. Rental contracts will not be issued until payment is received. For multi-date usage, a fee payment schedule shall be established by the Director of Business Services. Any additional charges will be billed after the rental date.

Prompt payment for damages and conditions of supervision will determine future eligibility for use of facilities.

Building Administrator Responsibility

Scheduling the use of school facilities will be done through a building administrator.

The rental contract shall be prepared and signed by the building administrator.

The building administrator will maintain a file containing all facilities rental contracts. The building administrator will provide a copy of the rental agreement to the custodian responsible for staffing the scheduled activity, and in the case of the Artificial Turf Soccer Field, a copy to the High School Staff Supervisor.

The building administrator is responsible for calculating and collecting the rental fee. Documentation will be kept at the building for a period of two full years. Rental fee payments will be sent to the District Business Office at a minimum of a monthly basis.

The building administrator shall prepare a quarterly report listing all rental usage for the quarter and the revenues collected. This report will be sent to the Superintendent with a copy to the Director of Business Services.

District Administrator Responsibility

The Director of Business Services shall prepare an annual report at the end of each fiscal year identifying the number of rental usages.

**Auburn-Washburn USD 437 Facility Rental Fees
Hourly Rates (Two hour minimum except as indicated)**

| Rental Fee (2-hour minimum) | High School | Middle School | Elementary |
|---|---|--|-------------------|
| Auditorium | \$350.00 | NA | NA |
| Gym | \$50.00 | \$50.00 | \$30.00 |
| Multi-Purpose Room (Commons) | \$35.00 | \$35.00 | \$20.00 |
| Kitchen | \$20.00 | \$15.00 | \$15.00 |
| Classroom | \$10.00 | \$10.00 | \$10.00 |
| Artificial Soccer Field for Game no lights (3 hour minimum period) | | | |
| | \$600 for 3-hour period, plus other fees | Additional time charged at \$100 per each half hour or part of half hour | |
| Artificial Soccer Field for practice no lights (2 hour minimum period) | | | |
| | \$200 for 2-hour period, plus other fees | Additional time charged at \$50 per each half hour or part of half hour | |
| Soccer Field Lights | | | |
| | \$50 per hour during minimum time allotted \$125 per hour July/Aug/Sept (Peak Months) | Added time over minimum period charged at \$25 per each half hour or part of half hour, except in peak months the charge will be \$50 per half hour. | |
| Labor Fee (Hourly, 2-hour minimum) | | | |
| | High School | Middle School | Elementary |
| Custodian or Cook during Work Day | \$12.00 | \$12.00 | \$12.00 |
| Custodian or Cook Overtime or Saturday | \$18.00 | \$18.00 | \$18.00 |
| Custodian or Cook Holiday or Sunday | \$24.00 | \$24.00 | \$24.00 |
| Auditorium Technician (Employee) | \$35.00 | NA | NA |
| Auditorium Technician (Student) | \$15.00 | NA | NA |
| WRHS Soccer Field Staff Supervisor | \$35.00 | NA | NA |
| Building Staff Supervisor | \$35.00 | \$35.00 | \$35.00 |
| Allocation of Rental Fees | | | |
| 65% to Capital Outlay Fund for Facility Replacement and Repair | | | |
| 20% To General Fund Maintenance Operations | | | |
| 15% to General Fund for Custodial Supplies | | | |
| 100% of Labor Fee to the Associated Salary Account | | | |

Note: Current Full-time USD 437 staff members and their soccer teams may use the Artificial Turf Soccer Field at the flat rate of \$20.00 per team per hour. Time is for a two (2) hour session. Preference will be given to those teams that have a greater number of USD 437 students. A rental agreement form must be completed. WRHS Staff Supervision will not be required in this case only. The USD 437 staff member requesting usage must be present during all requested usage times. The charge for field light use will apply if the lights are needed or used.

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Fees for Artificial Turf Soccer Field

For a soccer game, there is a three (3) hour time allotment that includes cleanup and supervision of the facility. If there is no USD 437 adult supervisor from the school staff available for the requested date, the facility will not be made available for use. The renting group is required to collect and deposit all trash into the receptacles provided.

The rental of the facility for games will include the following:

Washburn Rural High School Staff Supervisor per fee schedule

Custodial/grounds Fee per fee schedule

Goals and corner flags

Bleacher seating for 500

Press Box and Public Address System

Public Restrooms

Concessions operated by USD 437 designated group

Parking lot

Field lights can be available for an additional fee.

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For soccer practice, there is a two (2) hour time allotment that includes cleanup and supervision by a responsible adult sponsoring the practice. The renting group is required to collect and deposit all trash into the receptacles provided.

Current Full-time USD 437 staff members and their soccer teams may use the Artificial Turf Soccer Field at the flat rate of \$20.00 per team per hour. Time is for a two (2) hour session. Preference will be given to those teams that have a greater number of USD 437 students. A rental agreement form must be completed. WRHS Staff Supervision will not be required in this case only. The USD 437 staff member requesting usage must be present during all requested usage times. The charge for field light use will apply if the lights are needed or used.

Rental for practice will include:

Washburn Rural High School Staff Supervisor per fee schedule

Custodial/grounds Fee per fee schedule

Bleacher seating

Public Restrooms

Parking lot

Field lights can be made available for an additional fee.

Approved: January 8, 2007

**AUBURN-WASHBURN USD 437
Facility Rental Request and Contract**

(This Form becomes the Rental Contract upon completion and acceptance of the Building Administrator.)

| Request for Use of School Facilities - To Be Completed by the Requestor | | | |
|---|---|--|------------------------------|
| Organization | | Date of Request | |
| Responsible Party (Name, Address, Phone) | | Describe Activity | |
| | | Activity Date (see note below) | Attendance Expected |
| Building or Facility Requested | | Start Time | Ending Time |
| Room(s) or Area | | Requestor's Signature and Telephone Number | |
| Acknowledgements - To Be Completed by Requestor | | | |
| Statement | School Board Policies | Requestor Initials | |
| I have received and read a copy of the School Board Policy and Administrative Procedures listed. My Initials indicate my understanding and compliance. | School Board Policy: KG -Use of School Facilities and Equipment | | |
| | Administrative Procedures: KG-R - Facility Rental Procedures and Fee Schedule | | |
| Estimated Fees - To Be Completed by Building Administrator | | | |
| Facility and Personnel Required | Estimated Hours | Hourly Rate | Cost (2-hour minimum charge) |
| Facility Rental Fee | | | |
| Custodian Labor Fee | | | |
| Food Service Labor Fee | | | |
| Auditorium Technician Fee | | | |
| Soccer Field Staff Supervisor Fee | | | |
| Building Staff Supervisor Fee | | | |
| Other Fee | | | |
| Total Cost | All fees are to be made payable to Auburn-Washburn USD 437 and paid at the USD 437 Business Office. | | |
| Authorization - To Be Completed by Building Administrator | | | |
| Building Administrator Signature | | Approval Date | |
| Release - To Be Completed by Custodian on Duty After Activity and Responsible Party | | | |
| Custodian Signature | | Damage noted. | |
| Responsible Party | | Comments | |
| Note | | Distribution of Contract Copies | |
| If the rental request is for multiple dates, please attach a schedule of dates and an insurance certificate naming Auburn-Washburn USD 437 as an "Also Insured". <u>The total Contract Rental period may not exceed ninety (90) days.</u> | | Copy No. 1 | Building Administrator |
| | | Copy No. 2 | Activity Custodian |
| | | Copy No. 3 | Business Office |
| | | Copy No. 4 | Requestor |