

## COMMUNITY USE OF SCHOOL FACILITIES

The Board believes that the schools are owned and operated by and for the residents of the district. The Board further believes that the schools serve an important role in the educational growth and development of the community. As a result the Board encourages district residents to use school facilities.

Authorization for use of school facilities shall not necessarily be considered as endorsement or approval of either the activity or the purposes of any individual or organization. The use of the school facilities by non-school groups or organizations shall be controlled by the rules contained in this policy.

### **Prohibited Uses of Facilities**

School facilities will not be made available to any group for any of the following types of activities:

1. Promulgating any theory or doctrine subversive to the laws of the United States or any of its political subdivisions.
2. Advocating government change through the use of force.
3. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds, or equipment of the district.
4. Any activity whose primary purpose is making a profit.
5. Any activity whose purpose is in conflict with school activities.
6. Activities that are discriminatory in the legal sense.

### **General Procedures and Regulations**

1. An individual or an individual representing a group wishing to use school district buildings or rooms or areas within such buildings (designated as the lessee) must be at least twenty-one (21) years old, complete a School Building Use Contract available in the district office (see section on Procedure for Requesting Use of School Facilities), and agree to maintain sole possession of the key.
2. The lessee is responsible for turning off all lights and securing all doors upon vacating facilities after each use. Failure to do so may result in revocation of facility use privileges.
3. School facilities may only be used between the hours of 6:00 AM and 10:30 PM.
4. Regular school activities shall have priority for all space. The district administrator shall have authority to cancel permission for use of any facility, if the facility becomes needed for the educational programs of the district.

5. Special permission must be obtained for decorating, installing scenery, moving furniture, etc.
6. Extra costs, incurred for use of school facilities which require the presence of school employees, will be added to the regular user fee.
7. Use of school facilities does not include use of school equipment unless specifically requested and permitted by Policy EDC--School Equipment Use. Use of school equipment, when and where required, may require the presence of specially trained personnel with all resulting added costs added to the user fee.
8. Any group wishing to bring unusual equipment, material, devices and or animals into school buildings or on school grounds must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the District.
9. Scenery, decorations, or equipment provided by the holder of a School Building Use Contract must be removed from the school building promptly after the performance to avoid interfering with school activities. If there is a delay, the removal will be made by the District at the expense of the contract holder.
10. Complete vacating of the facilities must comply with the terms of the contract including the stated departure time.
11. The Board and administration shall have full and unrestricted access to school premises at all times to conduct school-related business and to insure that conditions of the School Building Use Contract are being followed.
12. Unless waived by the district administrator, at least one school district employee will be present during the time the facility is being used. The district administrator may require that additional school employees be present if usage plans warrant.
13. Complex or time consuming equipment set-up requirements may preclude room availability. The district also reserves the right to refuse any room use request if necessary personnel to operate equipment are unavailable.
14. Sponsoring organizations shall provide adult supervisors, if students or children will be present while the facility is being used. The number of supervisors to be provided will be mutually agreed upon and specified in the contract.
15. Neither alcoholic beverages nor smoking will be permitted in school facilities or on school property.
16. In the event of property loss or damage during use or occupancy of district facilities, the organization will reimburse the district for the damages as determined by the district administrator.

### **Fee Schedule**

1. Rental charges for NWTC classes will be determined by a specific negotiated rental schedule between the district and NWTC.
2. Rental charges for the distance learning room will be as set in the agreement between the Embarrass River Valley Instructional Network Group (ERVING) and the School District of Bonduel.
3. For the purposes of assessing fees the following schedule will apply:

Non-Profit Organizations Located in the School District of Bonduel

<u>Area</u>	<u>4+ Hours</u>	<u>2-4 Hours</u>	<u>Per Hour</u>
Gymnasium	No Charge	No Charge	No Charge
Commons	No Charge	No Charge	No Charge
Cafeteria	No Charge	No Charge	No Charge
Library	No Charge	No Charge	No Charge
Band/Vocal	No Charge	No Charge	No Charge
Classroom	No Charge	No Charge	No Charge
Computer Room	No Charge	No Charge	No Charge

Non-Profit Organizations Located in the School District of Bonduel Charging Admissions or Accepting Donations

<u>Area</u>	<u>4+ Hours</u>	<u>2-4 Hours</u>	<u>Per Hour</u>
Gymnasium	No Charge	No Charge	No Charge
Commons	No Charge	No Charge	No Charge
Kitchen	No Charge	No Charge	No Charge
Library	No Charge	No Charge	No Charge
Band/Vocal	No Charge	No Charge	No Charge
Classroom	No Charge	No Charge	No Charge
Computer Room	No Charge	No Charge	No Charge

Non-Profit Organizations Located Outside the School District of Bonduel

<u>Area</u>	<u>4+ Hours</u>	<u>2-4 Hours</u>	<u>Per Hour</u>
Gymnasium	\$50.00	\$25.00	\$12.50
Commons	\$30.00	\$15.00	\$7.50
Kitchen	\$40.00	\$20.00	----
Library	\$20.00	\$10.00	\$5.00
Band/Vocal	\$20.00	\$10.00	\$5.00
Classroom	\$20.00	\$10.00	\$5.00
Computer Room	\$50.00	\$25.00	----

Non-Profit Organizations Located Outside the School District of Bonduel When Admissions Are Charged and or Donations Are Accepted

<u>Area</u>	<u>4+ Hours</u>	<u>2-4 Hours</u>	<u>Per Hour</u>
Gymnasium	\$100.00	\$50.00	\$25.00
Commons	\$60.00	\$30.00	\$15.00
Kitchen	\$80.00	\$40.00	-----
Library	\$40.00	\$20.00	\$10.00
Band/Vocal	\$40.00	\$20.00	\$10.00
Classroom	\$40.00	\$20.00	\$10.00
Computer Room	\$100.00	\$50.00	-----

For Profit Organizations Located Both Within and Outside the District

<u>Area</u>	<u>4+ Hours</u>	<u>2-4 Hours</u>	<u>Per Hour</u>
Gymnasium	\$200.00	\$100.00	\$50.00
Commons	\$120.00	\$60.00	\$30.00
Kitchen	\$160.00	\$80.00	-----
Library	\$80.00	\$40.00	\$20.00
Band/Vocal	\$80.00	\$40.00	\$20.00
Classroom	\$80.00	\$40.00	\$20.00
Computer Room	\$200.00	\$100.00	-----

**Special Charges**

1. The sponsoring organization will reimburse the district for services provided that are in addition to normal employee duties. Reimbursement for such services will be made to the district as required by the employee's contract.
2. Groups that require extra school personnel will be charged the exact amount of the extra costs incurred.
3. Unless advanced payment is waived by the district administrator, all predictable costs as specified on the School Building Use Contract shall be paid to the district ten days prior to the event. Failure to make required advanced payments shall be grounds for and may result in cancellation of the School Building Use Contract for the event. All additional costs incurred by the event shall be paid within ten days after the event.

**Procedure for Requesting Use of School Facilities**

1. Responsible individuals or organizations requesting the use of a school facility must obtain, at least fourteen (14) days prior to the event, a School Building Use Contract form from the district office.
2. The School Building Room Contract must be completed and signed by the district administrator and the person representing the group requesting the use of the facility.
3. The district administrator will reproduce an adequate number of copies of the form so that copies will be available for his/her files, any principal(s) involved, and the head custodian.
4. The district bookkeeper will bill all requesters.
5. Checks will be made payable to the School District of Bonduel and submitted to the district bookkeeper.
6. It will be the responsibility of the Head Custodian to assure that all requested equipment and services are provided and that the facilities requested are available.

**Special Conditions**

All permits are subject to immediate cancellation if it is discovered that information given on the contract is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, or regulations of the Board, the permit is subject to immediate cancellation. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to any such cancellation

Policy Adopted: December 18, 1978

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