

Warrensburg R-VI School District
**Use of School Facilities
Policy Guidelines**

Philosophy

Public school buildings are erected primarily for use by public schools and their programs. However, the Board of Education believes in the benefits of community use of school facilities if such use does not conflict with the educational program of the schools and when such use does not place the district in a vulnerable position regarding liability. The Board of Education reserves the right to refuse rental services for activities that in the sole judgment of the board are illegal, violent, immoral, may endanger the health or safety of persons involved, or may result in damage to school property. The Board further reserves the right to--at any time--establish and revise rules, regulations, and fees for use of school facilities. Initial and continued use of school facilities will depend upon compliance with the rules and regulations of the Board of Education policies. Failure to comply with the rules and regulations of the R-VI School District may result in the loss of privilege to use school facilities.

Board Policy 1420
(Regulation 1420)

Rules & Regulations

I. Use and Procedures

A. All groups or organizations wishing to use school facilities shall be responsible for the following:

1. The execution of a written agreement at the district office to establish dates, times, facilities requested, activity to be conducted and the group representative to be responsible for fees and damages.
2. Submitting a certificate of insurance at the discretion of the Superintendent or his designate. The certificate must document a minimum of \$300,000 in liability coverage for the group for use of the stadium, school gyms or kitchens.
3. Provide payment to the district office following the event. A 50% deposit of the estimated fee may be required when the estimate exceeds \$50.00.

B. Groups desiring to use school buildings and facilities shall make their request through the district office.

C. Rental agreements shall be executed only with qualified representatives of organizations or

groups who agree to observe the rules and regulations for the use of school property and agree to assume financial responsibility for any damages that may occur to property under their supervision.

D. Requests are *subject to availability* through confirmation with the district office and building principals (or their designated representatives).

E. School facilities *will not be rented to individuals as such*, but only to organized groups or organizations who can and will be responsible for proper supervision of the group and for adequate protection of school property. *Proper supervision shall include* management of all persons involved in the event, admission arrangements, ushering, set-up and clean-up, and general care of the property.

F. School facilities will not be rented to groups or individuals advocating violent, immoral, or unlawful acts.

G. School facilities will not be rented to any group for any activity which results in negative public relations with school patrons for the R-VI District, as determined by the Superintendent or his designate.

H. School facilities will not be rented on holidays, during school breaks, or weekends preceding or following holidays and school breaks or anytime school is not in session.

I. The use of buildings or grounds is primarily for the residents and patrons of the Warrensburg R-VI School District. Outside groups may use the facilities if a district resident or organization has representatives present, and assumes all responsibility and liability.

J. The Red Cross and Civil Defense shall have permission to use the school gymnasiums and cafeterias in the event of a natural disaster. Any expenses involved in maintenance, use, and cleaning as a result of such use shall be the responsibility of the Red Cross or Civil Defense.

K. Buildings may be used for elections and registration of voters providing such use does not interfere with the operations of school and the facilities are available and adequate.

II. General Rules

A. No activity by student or adult groups shall take place in any facility unless there is a custodian or other school personnel--approved by the Superintendent or his designate--present.

B. The use of facilities outside the normal duty hours, and when custodial personnel are not present, requires the organization using the facility to employ a custodian or other district personnel to open, close, and secure the building, and to perform other duties as may be needed.

C. Only school employees are authorized to possess a key to open any facility. If an employee is supervising a scheduled activity they will be responsible for the security of the building. The

building principal may authorize use of school keys to appropriate school personnel only.

D. Each group and/or organization must be accompanied by at least one adult who is responsible for the actions of the group or organization. The adult supervisor will be expected to arrive before the group arrives and will remain until all members of the group have left the building. Persons responsible for the group will be listed on the application for use of the facility.

E. The group using the school building and facilities shall be financially responsible for any school property that is damaged or destroyed while under its supervision.

F. Group activities shall be restricted to only that area of the school facility which was approved on the application for use of the facility.

G. Groups using a school building or facility shall be granted access for only the time approved on the application for use of the facility.

H. School audio-visual and sports equipment will not be available to any group renting school facilities.

I. Nothing is to be attached to the walls, ceilings, or floors without prior approval from the principal of the building.

J. Smoking is not permitted in any school building.

K. There shall be no use, sale, or advertisement of alcoholic beverages, controlled substances, or drugs on school property.

L. With the exception of law enforcement, all weapons and/or firearms are prohibited on school premises.

M. Kitchens and specialized equipment shall normally not be available for rent unless special arrangements are made at the time the written agreement is initiated at the district office and the agreement is approved by the district's Food Service Manager.

N. All school facilities must be vacated by midnight unless special arrangements have been made in advance with the Superintendent or his designate.

Fees

- A. The Board has established a schedule of fees for the use of facilities to help defray the cost of operation and maintenance. The fee schedule shall be reviewed on a regular basis in accordance with overall board policy reviews.
- B. When school buildings are used by any group of citizens in the community, it is the policy of the Board to charge fees that will compensate the school district for such use, basing the amount of the charge upon the purpose for which the property is to be used, the extent of the use, the cost of servicing such proposed use and the community advantage arising from such.
- C. A school employee (custodian or food service associate) will be employed by the renting organization to supervise use of the respective facility when the facility is scheduled for use outside the employee's normal duty hours or when specialized equipment (kitchen) is being used.
- D. Groups will be charged a minimum fee of two hours service when custodians are employed outside of normal duty hours for groups renting a facility.
- E. Groups needing tables and chairs in excess of those available at the rented facility will be charged additional fees to move additional tables and chairs between buildings.
- F. Groups who do not contact the district office 48 hours in advance to cancel their reserved time in a school building will be charged fees as indicated in the written agreement.
- G. Special non-profit groups primarily made up of Warrensburg students including but not limited to; Parks and Recreation groups, cub scouts, boy scouts, girl scouts, and organized AAU teams, will be granted a reduced rental rate as indicated by the fee schedule. All other requirements, as described in this policy, will apply.
- H. When buildings are used by churches, civic groups, or other district-wide organizations strictly for community or school-related projects and for which no admission charge is made, the Board, through the designated representative, reserves the right to waive fees or to charge only enough to pay for custodial services required. Organizations that *may* be included in this category include PTA's, activity/athletic booster groups, Warrensburg Parks and Recreation.
- I. When buildings are used for voter registration and/or elections, fees will be negotiated with the Election Board.

Fee Schedule

I. Personnel

A. Custodian

\$25.00 per hour (2 hour minimum for off-duty hours)

B. Cooks

\$25.00 per hour

II. Facility

	<u>First 2 hours</u>	<u>Each Add'l Hour</u>
High School Theater/Lecture Room	\$60.00	\$25.00
High School Commons (without Kitchen)	\$45.00	\$20.00
High School Commons (with Kitchen)	\$60.00	\$25.00
High School Commons (without concession stand)	\$45.00	\$20.00
High School Commons (with concession stand)	\$55.00	\$20.00
High School Gym/Auxiliary Gym	by special arrangement only	
High School Wrestling Room	\$60.00	\$20.00
Middle School Gym	\$55.00	\$25.00
Middle School Commons (without Kitchen)	\$35.00	\$20.00
Middle School Commons (with Kitchen)	\$55.00	\$25.00
Sterling Gym	\$55.00	\$25.00
Sterling Commons (without Kitchen)	\$35.00	\$20.00
Sterling Commons (with Kitchen)	\$35.00	\$25.00
Martin Warren Gym (no stage available)	\$40.00	\$20.00
Martin Warren Cafeteria (without Kitchen)	\$30.00	\$20.00
Martin Warren Cafeteria (with Kitchen)	\$45.00	\$25.00
Ridge View Gym (no stage available)	\$40.00	\$18.00
Ridge View Cafeteria (without Kitchen)	\$30.00	\$18.00
Ridge View Cafeteria (with Kitchen)	\$45.00	\$18.00
Maple Grove Gym	\$40.00	\$18.00
Maple Grove Cafeteria (without Kitchen)	\$30.00	\$18.00
Maple Grove Cafeteria (with Kitchen)	\$45.00	\$18.00
Reese Multi-Purpose Room	by special arrangement only	
Reese Professional Development Room	by special arrangement only	
Vocation Technical School	by special arrangement only	

Classrooms (except Vo-Tech)	\$20.00	\$18.00
Football Stadium (without lights)	\$100.00 (first four hours)	
Football Stadium (with lights)	\$180.00 (first four hours)	
Concession Stand	\$50.00 (first four hours)	

III. Reduced Rates for Qualifying Groups

All areas during week	\$10.00 per hour (first 3 hours) \$ 5.00 (each additional hour)
All areas on weekends	\$12.00 per hour (first 4 hours) \$50.00 (all day)

IV. Moving of tables/chairs

A. Tables (6' or 8', folding)	
1 or more	\$40.00
B. Chairs (folding)	
25 to 50	\$40.00
51 to 100	\$55.00
Over 100	\$75.00
C. Risers	\$25.00