

1006 Use of District Facilities and Equipment

Policy 1006.01

Community Use of School Facilities

In order to assure a close relationship between the district and the community, it shall be the policy of the Board to grant and encourage maximum use of school facilities to responsible and properly organized Elkhorn recreational/community groups.

The superintendent or designee may approve the use of school facilities by non-school organizations. Charges shall be made according to the schedule of fees approved by the Board. The Superintendent shall establish such rules and regulations as needed to implement this policy as well as to assure the preservation of school district property.

Approved: October 12, 1992
Revised: December 11, 1995
Revised: September 11, 2006

Community Use of School Facilities

I. Purposes

- A. To provide facilities that will make possible the maintenance of desirable educational or recreational programs for the citizens of the community.
- B. To make available the use of school facilities for the betterment of the community in general and to community groups in such a way as to not interfere with the regular school program.
- C. To protect the public's property and to promote safety of citizens enjoying the use of such facilities.
- D. To make available the use of school facilities in a manner consistent with state law. (No alcoholic beverages)
- E. To provide a structure of rules, regulations and procedures that will implement the above purposes.

II. Responsibility for Supervision and Care of School Facilities

The principal of each individual school shall be directly responsible to the Superintendent. The principal shall report immediately to the Superintendent any unusual circumstances regarding the building's care and use of buildings, supplies, custodial and maintenance services, etc.

III. Priority in use of School Facilities

The Board has the first claim to the use of District facilities. Cancellations may be ordered by school authorities, with or without advance notice. Permission to use school facilities is granted with this understanding. The Board may restrict the use of school facilities on holidays because of interference with scheduled maintenance work.

IV. Rental Procedures and Provisions

- A. The priority for use of school facilities is: 1) school activities and school related organizations, 2) Elkhorn recreation association teams/groups, 3) other groups not directly related to the school program provided:
 - 1. At least half the participants shall be school district residents.
 - 2. The activity shall not interfere with the school program.

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3. Only that portion of the facility which accommodates the activity is to be used.
 4. Cub Scouts, Brownies, parent-teacher organizations and similar groups are to be considered school related groups and organizations and are allowed to use the facilities without charge when such does not interfere with other school use and approved by the principal.
- B. In all instances where it is necessary that rental arrangements be made with community groups for the use of school facilities, all arrangements with such groups shall be made through the building principal or designee.
 - C. The building principal reserves the right to require sufficient time for full investigation of an application.
 - D. Inaccurate or false statements made in the application may place the responsible persons or organization, or both, on an ineligible list. Subsequent applications from an ineligible organization will be referred to the Board for determination of future rental privileges.
 - E. The organization making application for the use of school facilities shall agree to reimburse the District for any damage to school property by any person or persons participating in the organization's use of school facilities.
 - F. The organization making application for the use of school facilities shall agree to relieve the district from all responsibility for any damage or loss to the property of any person in attendance. Unless waived in writing by the District, the user agrees to provide a Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000) naming Elkhorn Public Schools as an additional insured for the date(s) of use. In addition, the user holds the Elkhorn Public Schools harmless and agrees to indemnify against all injuries to participants and spectators.
 - G. Rental agreements shall not be transferable.
 - H. Holders of rental agreements may cancel them by giving the issuing office notice at least 24 hours in advance of the date to be canceled. For Saturday and Sunday permits, 48 hours is required.
 - I. It shall be necessary that the organization using a school facility contact the principal of the building where the activity is to be held at least five (5) days prior to the first activity listed in the rental agreement concerning the use of the facility.
 - J. All payments are to be made to Elkhorn Public Schools. The following payment schedule shall be observed:

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FEES:

All fees are for the first three hours of use. Additional fees are charged for each extra hour calculated at the fractional rate of the three-hour fee. User fee: Groups may be charged an additional \$5.00 access fee per use. The access fee is in addition to any rental fee a group might be charged.

	First Three Hours Community Non-Profit	First Three Hours Community Profit
Elem. School Gym	\$50	\$75
M.S. Gym	\$80	\$120
H.S. Gym	\$150	\$225
Cafeteria/Multi-Use Room	\$50	\$75
M.S. Stadium	\$200-\$800	\$400-\$1,600
H.S. Stadium	\$400-\$1,600	\$800-\$3,200
Classroom	\$40	\$60
H.S. Auditorium	\$150	\$450
Athletic Fields Other than Stadiums	Determined on a field-by-field basis	

V. Kinds of Meetings not to be Held in a School Building

- A. For the purpose of advancing any doctrine or theory subversive to the constitution or laws of the state or of the United States.
- B. For the purpose of advocating social and political change by violence.
- C. When alcohol and/or drugs are to be consumed.

VI. Adult Supervision

Adequate adult supervision must be maintained at all times. A security officer shall be provided by applicants when required by the District. Supervision to prevent trespassing in portions of the building not authorized to be used must be provided when required by the District.

VII. Payment of Custodial Fees

All organizations will be charged the custodial costs incurred by the District in addition to charges in paragraph J. Payment of custodial fees shall be arranged with the Superintendent or designee at the time of the rental by the applicant.

VIII. Regulations Governing Use of School Buildings

Organizations that do not follow the regulations below shall be billed for all necessary cleaning costs and repairs and may be placed on the ineligible list.

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- A. Smoking is prohibited. The individuals making arrangements for use of the building will be responsible for the enforcement of this regulation.
- B. Food and drinks are NOT ALLOWED in any auditorium or gymnasium. Special arrangements must be made with the principal and the school for the serving of food or drink in other parts of a school building.
- C. Arrangements for special stage set-ups must be made in advance of the day the building is to be used.
- D. Adult monitors are to be in charge of all activities at all times and shall enforce all regulations.
- E. Each building is to be left in order (clean, with tables and chairs in place) at the close of each activity.
- F. Non-school property is to be removed after the last performance or as designated by agreement.
- G. Writing of names or other mutilations of walls, floors, or scenery is prohibited.
- H. Moving and adjusting scenery, securing light effects, operating public address system and similar matters will be accomplished under the direction of an employee of the school district only.

IX. Use of School Equipment (AV or Food Service)

Community organizations desiring to use school equipment must obtain permission from the building principal. Equipment will be checked out and the borrower will agree to pay for any damage or loss of school equipment that is loaned.

Legal Rev.: 79-10,107

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