

## COMMUNITY USE OF DISTRICT FACILITIES

### Application for Use

Governmental entities and nonprofit organizations that wish to use district facilities must receive permission from the superintendent or designee. All other individuals or groups must have permission from the Board. The district will not reserve the space or grant permission until after the group provides the superintendent or designee:

1. A completed application to use district facilities. The application must be made at least two weeks prior to the date of requested use and must be signed by a representative of the group who is at least 21 years old and has the legal authority to bind the group contractually. This representative is responsible for the actions of the group and is required to arrive prior to the gathering and remain until all persons leave.
2. Activity must be made up of eighty percent Russellville students.
3. User agrees to abide by all fire, safety, traffic, parking and public safety requirements of the district.
4. Proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence which names the district as an additional insured. In some cases, the purchase of special event insurance will be required.
5. A completed indemnity and hold harmless agreement signed by the group representative on behalf of the group.
6. Applicable deposits and fees as determined by the superintendent or designee.

### Fees

The fees charged for use are set annually by the Board. If the superintendent or designee determines that an employee is necessary to assist a group using district facilities, and that providing this assistance will disrupt the employee's regular job duties or cause the employee to work extra hours, the district will charge the group the cost incurred by the district for providing the employee assistance. If an employee's presence is deemed necessary, the group may not use the facility if the designated employee is not available at the requested time.

Adequate police or security protection, as determined by the superintendent or designee, may be required at the expense of the group using the district's facilities.

### **Key Checkout, Deposit and Return**

The key is to be checked out and returned to the building principal's office each time the facility is requested. A \$50 deposit is required and will be refunded when the key is returned within 24 hours after the event during business hours Monday - Friday 8 a.m. - 3 p.m. Failure to return the key within one week after the event will result in the forfeiture of the key deposit.

### **Available Spaces**

Only the following spaces are available for use, unless an explicit exception is granted by the superintendent or designee:

1. Classrooms
2. Auditoriums
3. Stadiums
4. Athletic Fields
5. Gymnasiums
6. Playgrounds
7. Cafeterias
8. Kitchens, but only if a member of the district's food service staff is present

Scheduling will be done at the elementary/middle school facility first.

### **Day and Time Restrictions**

The following rules apply unless an explicit exception is granted by the superintendent or designee:

1. District-sponsored groups and activities will receive priority over any other group use. The district will deny requests if the superintendent or designee determines that the use may disrupt a district-sponsored activity or event nearby or otherwise distract from a district function. A group's use may be canceled if a district-sponsored group needs to use the facility.
2. District facilities are not available for community use during the school day when students are present, and all use must occur between 6:00 a.m. and 10:00 p.m.
3. Only governmental entities or nonprofit community groups (such as the Boy Scouts of America or the Girl Scouts of the United States of America) directly serving district students are permitted to use school buildings during the two hours before and two hours after the official academic day.

4. One AAU Rotation per level allowed to use the facility.
5. The superintendent or designee will maintain the official district calendar and clearly designate days in which the district's facilities may not be used. No entity or group may use district facilities on any day designated as a holiday by the Board of Education.
6. When the district or the district building to be used is closed due to inclement weather or an emergency, all group uses will be canceled for that day.
7. Groups must provide written notice of cancellations at least 24 hours prior to the date of the scheduled use to be eligible for a refund of fees paid for facility use.

### **Use Requirements and Restrictions**

The following rules apply unless an explicit exception is granted by the superintendent or designee:

1. Groups issued permits to use district facilities must make the permits available for district staff to review during all authorized use periods. A permit to use district facilities granted to one group is not transferrable to a different group.
2. Groups will only be provided access to the rooms or spaces specifically requested in the application and only for the dates requested and approved.
3. A group may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise a permit to use district facilities does not give permission for the group to use district equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for such use. The superintendent or designee may determine that some equipment may only be used by district staff and charge the group for the cost of providing a knowledgeable employee, such as a technician for the auditorium or a cook for using kitchen appliances.
4. The group representative who made the reservation is responsible for maintaining order and monitoring the behavior of those attending. Groups are responsible for supervising children associated with the group. Excessive noise or disturbance to neighbors of the facility or other persons using district facilities is prohibited. The district does not assume any liability for the behavior or actions of the group.
5. All groups are required to follow the law; district policies, regulations and procedures; and directives from district staff. The use, possession or sale of alcoholic beverages, illegal

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drugs, fireworks, explosives or weapons is prohibited. Persons under the influence of alcohol or illegal drugs are not permitted on district property. The primary contact person will be held responsible for enforcement of this rule.

6. User agrees to enforce the policies of:
  - ▶ NO Smoking in any facilities of the district.
  - ▶ NO Gambling in any form on the premises.
  - ▶ NO Profane language.
7. Groups may not bring live animals onto district property unless they are service animals allowed by law.
8. Groups are not allowed to use district facilities for storage.
9. Groups are expected to leave the facility neat, orderly and as clean as it was prior to the group's use. Nothing may be attached to the walls, ceilings or floors without prior approval.

### **Consequences**

Failure to abide by the terms of this agreement may result in immediate termination of the agreement at any time by the district.

Failure to obey district rules could result in forfeiture of security deposits or refunds and denial of all future requests for use. In addition, the district will take all legal action to collect for any damage done.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: 08/11/2003

Last Revised: 07/19/2012

Cole County R-I School District, Russellville, Missouri