

FACILITIES USE HANDBOOK



FREMONT PUBLIC SCHOOLS

This booklet has been designed to assist you when utilizing the Fremont Public Schools (FPS) facilities for your planned event and/or activity. The initial contact for the use of an FPS facility must be made with the individual building administrator and/or principal.

The request for facility use can be made no more than one (1) school year in advance. For purposes of facility use scheduling, the school year will be defined as August 1st to July 31st.

**Community Relations
Policy 1100**

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Community Use of School Facilities

This handbook is adopted by the Board of Education each year. Facility Use Requests for the upcoming school year will be considered by the school district beginning on June 1st each year. ALL applicants must use the FPS FACILITY RESERVATION FORM on the FPS website located within the Operational Services page.

NOTE: NO application will be approved until a valid certificate of insurance is provided.

I. Custody

The custody of all facilities is placed with the Superintendent of schools.

II. Responsibilities

A. Principal

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will maintain a complete schedule, and coordinate use, of the building that he/she is responsible for endeavoring to prevent conflicts and to guarantee first priority to the school and its related activities.
3. Will process all requests for rental, notify affected personnel, and insure compliance with Board of Education policies and these regulations.
4. Will exercise preliminary approval authority on all activities.
5. Will notify the Director of Operations, or his/her designee, of any changes in previously scheduled rental dates.
6. Will exercise approval/disapproval on the use/rental of school building equipment.
7. Will notify Director of Operations if there is a change in the name of the individual serving as the sponsoring head of the organization.

B. Assistant Superintendent for Business Services

1. Will maintain current operating and maintenance costs for each facility.

C. Director of Operations

1. Will maintain a master schedule of use for all school facilities.
2. Will verify availability on master schedule and activate new schedule.
3. Will coordinate multi-building utilization through the building principals.
4. Will schedule custodians when requested by the building Principal.
5. Will assess all fees associated with each rental agreement.
6. Will obtain a copy of proof of insurance from the using organization.

D. Custodian

1. Will be on duty at all times when a school facility is used by any group if deemed necessary by the building principal or facility director.
2. Will be responsible for opening and closing the building, policing it, and cleaning the premises as required.
3. Will not be responsible for assisting the renting representative with loading or unloading equipment.

E. Using Organization

1. The representative of the group or organization must initiate the rental request on-line and provide the required insurance information on the Facility Use form.
2. The sponsoring head of the group or organization using the facility must also be on duty at the facility during such use to supervise the group. (If noted on Building Use Form, this may be

amended in some instances to allow another responsible adult member of the organization to assume those duties.)

3. The organization using the facility will be responsible for the proper care of school property. The user group or organization must pay for any damage. If the past history of the organization indicates previous facility damage, a damage deposit of \$500.00 will be required and the District reserves the right to require custodial presence during the entire activity.
4. The User of the facility is responsible for not exceeding the maximum occupancy for the space(s) being used.
5. If using organization is asking for a contract to be signed, it must be vetted and approved by the Supt. prior to facility use application approval.
6. Custodial fees will be charged if the user did not perform the proper cleanup.

III. Priorities of Use

A. Order of rank will be as follows:

1. Activities and programs (Group A activities) of the FPS District directly related to the instructional and educational programs of the district.
2. Other events or activities (Group B and C activities).

B. Access to district facilities and use of specialized equipment by district employees, for the purpose of personal physical fitness exercise programs, or the pursuit of athletic, musical, or dramatic interest, are to be authorized, scheduled, and monitored under separate procedural considerations and/or regulations consistent with the intent and spirit of these regulations. If there is an event scheduled prior to use, then the scheduled event has priority.

C. FPS Facilities Hours of Operation are from 7:00 a.m. to 10:00 p.m. No non-FPS (Groups B and C) events will be allowed outside of the regular hours of operation unless the event is approved by the Superintendent (or his/her designee). The event must also be scheduled with the Director of Operations scheduled through the Operations Department. No outside groups (B and C) will be allowed in an FPS facility until 4:30 p.m. If an after-school program is using the facility, no groups (B and C) events will be scheduled until 6:00 pm or unless approved by the building principal.

IV. Application, Processing and Permits

A. Application

1. Any individual or group representative shall direct his/her request for use of a school or school grounds to the Principal (or designee) of the school on forms provided for that purpose. Applications must be submitted to the building principal no less than two weeks prior to the date of the requested use. If the application is received less than two weeks prior to the date of the requested use applications may be denied. In the event of the Principal's (or designee's) absence, the application must be submitted to the Director of Operations.
2. Individuals or groups holding regular meetings throughout the year need file only one application at the beginning of each school year along with a calendar of the dates of such regular meetings. However, special events of such groups must be preceded by separate applications prior to being scheduled.
3. Applications will not be accepted more than one school year in advance. If so, the application will be returned to the applicant without action. For purposes of facility use scheduling, the school year will be defined as August 1st to July 31st.
4. All applications received before June 1st for the upcoming school year will be processed according to the priority designated by the category of activities (page 7). When there are multiple requests for the same space/date, the building administrator will work with the requesters to determine a solution. Final approval of the schedule will be made by the building administrator. Applications received after June 1st or during the requested school year, will be processed according to current facility availability and priority designated by the category of

activities. FPS functions and activities will be given priority as determined by building administrators.

5. Extended use of any facility for religious activities must have Board of Education or designee approval.

B. Processing Applications

1. The Principal or his/her designee will review and process all applications, making certain that all information has been obtained in the section of the application form for which he/she is responsible, and require the prospective user to sign the completed application.
2. The Principal or his/her designee will exercise approval authority on all activities.
3. The signed and completed application is to be forwarded to the Director of Operations.
4. Any use of the kitchen area must be approved by the Food Service Director.
5. The Application/Permit is to be processed as follows:
 - a. The building principal or authorized administrator completes the appropriate portion of the form.
 - b. After being approved by the building principal or authorized administrator the form will automatically be forwarded to the Director of Operations for completion and activation. The requester will automatically receive an e-mail informing them of his/her activation or denial.

C. Permits (Approved Application)

1. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facility other than those stated in the permit. It does not include any other time or times for preparation or rehearsal unless specifically stated.
2. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and denial of any permits in the future.
3. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
4. Once a permit has been issued, it can be cancelled by the Board of Education, or Superintendent (or designee) for cause, or when such cancellation is in the best interests of the public.
5. An applicant group may also cancel its permit without penalty, provided notice of cancellation is given to school authorities no less than forty-eight (48) hours prior to scheduled use. If a forty-eight (48) hour notice is not given, a recovery fee of a minimum of \$50 may be charged, if a custodian was scheduled outside of their normal work times, except for weather related situations.

V. Liability for Damage

Any group or organization using school property shall save the FPS District Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in any way by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damage shall be determined by the Director of Operations in consultation with the building principal(s).

VI. Certificate of Insurance

The using organization shall furnish FPS, prior to use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than \$1,000,000 per occurrence, and \$100,000

for property damage, with FPS named as additional insured. The requirement for liability and property damage coverage may be waived by the Asst. Superintendent or designee, when groups or organizations use the facility for small meeting purposes only.

VII. Fees

A. General

1. All fees and/or rentals will be based upon the Basic Rental Fee Schedule (pgs. 10-11).
2. All fees will reflect spaces actually used even if not requested on the facility use request.
3. Fees are due upon receipt of the bill. The only exception will be when it is so stated in the permit. A late charge of 1.5% per month will be added to the bill if not paid within 30 days.
4. Fees will be delinquent 30 days from date of billing. Failure to comply will preclude future rentals.
5. Assessment and Invoicing of fees is made by the Operations Department and checks are to be made payable to Fremont Public Schools, Business Office, 130E. 9th St. Fremont, NE 68025.
6. In no case will checks or money orders be made payable to individual school staff.
7. Special fees may be charged for necessary technical or supervisory service, extra preparation, stage equipment, athletic equipment, scoreboard timing devices, musical instruments, projectors, amplifying equipment, or any other equipment not specifically noted. The cost of the special fees will be added to the regular fee.
8. Custodial fees are estimated at the time of application, but after use is complete, actual custodial fees are charged at the rate shown on the rate schedule.
9. Maintenance fees will be charged whenever district maintenance or grounds personnel and/or vehicles are used in transporting equipment, set-up, tear-down, and/or clean-up.
10. An hourly fee will be charged for kitchen use. An FPS employee must be present.

VIII. Equipment

A. School equipment such as tables, chairs, musical instruments, risers, instructional equipment, etc., may not be loaned or rented for use outside the school location. Outside use of computer equipment by district employees is authorized when used to pursue a specific school project or purpose, if approved by the employee's supervisor of record. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment, when and where required, must be operated by school personnel, the cost of which will be added to the regular fee as a special fee, i.e., light control panel, spot lights, etc. The Superintendent or his/her designee must approve any variance.

B. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises, must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board and School District.

IX. Categories of Activities and Fees

A. General

1. Non-school groups pay rental based on the costs to the District for supervision, custodial services, utilities, and other operating expenses incidental to facility use in fixed amounts for each type of facility and the services required for it.
2. The most common types of activities are categorized below. In the event the organization or activity is not categorized, the principal will contact the Director of Operations to determine the correct category and rental schedule.
3. The fee categories are defined for rental fees (designated as Group A, B, C). If applicable, special and/or custodial fees are in addition to the rental fee. These rates are also listed on the rental fee schedule. Custodial fees and/or maintenance fees may be charged even during normal school work hours.

B. Group A

1. Will not be charged for rental or custodial fees. This category includes the following activities:
 - a. PTA meetings and activities
 - b. Fremont teachers and educational association meetings
 - c. Student clubs and/or school-sponsored meetings with employee supervision.
 - d. School district sponsored meetings and activities
 - e. Councils of school association meetings
 - f. NSAA and conference-sponsored or sanctioned activities or meetings
 - g. Cornerstone CTE Partners
 - h. Metro CC Partnership Classes
 - i. Feeder Program meetings / practices as identified by FHS A.D.
 - j. City, County, State or Federal Government meetings
 - k. Other groups identified by the Supt.

C. Group B (NO overnight renting allowed)

1. Will be charged the custodial fee or special fees if services are needed or used.
 - a. Feeder programs not listed by FPS AD
 - b. Community Service Groups
 - c. Midland University
 - d. YMCA
 - e. Adult Education
 - f. Activities or meetings of local charitable, philanthropic, and cultural groups, service clubs, fine arts associations and theatre groups that are not performance in nature and in which an admission fee is not charged.
 - g. Religious Activities
 - h. Parochial Partner Activities
2. All outside groups will be required to pay a fee to use any facility.
 - a. For youth groups not listed by the FPS A.D. using facilities for practices or meetings, a fee of \$12 an hour per individual location used.
 - b. For youth events using facilities for events that charge admission or take a collection, the regular fee schedule will apply.
 - c. For all other groups, the regular fee schedule will apply.
 - d. District has the right to require a 50% down deposit on all full fee schedule activities.

NOTE: For our Parochial partner events and for youth club / YMCA events that do not charge admission or take a collection, half of the regular fee schedule will apply.

D. Group C (NO overnight renting allowed)

1. Will be charged the custodial fee or special fees if services are needed or used.
 - a. Private organizations that operate for profit

E. Auditorium

1. A Theatre Technician is required to be present to run the sound system. Only FPS trained operators will be allowed to use this system.

F. Other Considerations

1. In general, usage will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school programs and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.
2. The use of the building by a non-school group should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal.

3. The use of any kitchen area is strictly regulated. At no time will Kitchen use be allowed without FPS Food Service personnel available to run the kitchen.
 - a. Procedures for care and cleaning of equipment must be followed.
 - b. If a serving area is needed, exclusive of the kitchen, tables may be set up in the cafeteria area.
4. Approved community activities include, but are not limited to evening and Saturday classes, concerts, carnivals, dramas, book festivals, art festivals, dances, meetings of organizations, and athletic or recreational games, contests, sports, or activities which are open to the public.
5. The Board of Education reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the Board of Education reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.
6. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, will be denied use of all school facilities.
7. School facilities shall not be used for political purposes.
8. Simultaneous multiple uses of a building may be refused by the principal to assure adequate parking and other service facilities.
9. School facilities will not be available for use by rental groups on the following holidays: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Use of the facilities on weekends and non-school days is dependent upon the availability of school personnel.
10. School facilities will not be available during the NSAA 5-day moratorium.
11. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission.
12. No school building or grounds will be used for unlawful purposes.
13. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
14. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of age, race, creed, color, sex, or national origin.
15. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds, or equipment, will not be permitted.
16. All use of schools by non-school groups will be cancelled when schools are closed due to inclement weather (including nights and weekends) or other emergency conditions unless specific permission is granted by the Director of Operations.
17. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to save the School Board harmless in the event of any injury or damage, and must reimburse the School District for any damage. In all cases, a "hold harmless" agreement must be signed.
18. If deemed necessary by the building principal or his/her designee, a school custodian or a representative of the principal is required to be on duty during the use of any school facility.
19. Keys will not be issued to the User. Anyone loaning keys assumes personal liability for any damage or loss.
20. The User Group must provide adequate adult supervision for each activity.
21. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
22. Gambling is prohibited in school facilities.
23. The use of tobacco products in school buildings or on school property is prohibited.

24. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, or sports other than school sports and other similar parties.
25. No ticket selling for any event or the sale of merchandise or food is permitted without written approval on the permit.
26. The gymnasium will not be used for dances without special provisions and permission. Use of gymnasium requires use of proper footgear to prevent damage to floors.
27. Special permission must be obtained from the principal for decorating, installing scenery, moving furniture, etc.
28. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
29. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or on school grounds by any group, except those associated with activities sponsored or sanctioned by the school.
30. Scenery, decoration, or equipment provided by the holder of a permit, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the District at the expense of the holder of the permit.
31. Outside concession stands will be staffed and managed by FPS.
32. Auditoriums and theaters: No equipment may be used, removed, or relocated without permission of the principal. (This includes movie screens, curtains, spotlights, etc.) Lighting for stages is set up for regular use. Organizations may not use the stage areas without some member of the staff or a custodian in supervision.
33. Food or beverage is prohibited in the seating area of the auditorium.
34. Fireworks, pyrotechnics and open flames, including candles, are not permitted.
35. Seating capacity limits (as per rental fee schedule) are never to be exceeded due to State Fire Regulations.
36. Parking is only allowed in designated areas and is strictly forbidden on grass areas, sidewalks and fire lanes. Vehicles in violation will be towed at the owner's expense.

FACILITY	CAPACITY	RATE / HR.	NOTES
<u>ALL BUILDINGS</u>		Group B / Group C	
Classrooms		\$33 / \$39.60	
Small meeting room		\$27 / \$32.40	
Large meeting room		\$33 / \$39.60	
<u>High School</u>	<u>High School</u>	<u>High School</u>	<u>High School</u>
Auditorium	1200	\$75 / \$90	
Bahe Gym	1932	\$125 / \$150	
Theater Technician		\$30 / \$36	Per hour * REQUIRED with Aud.
Middle Gym	1050	\$75 / \$90	
Cafeteria		\$55 / \$66	
Inside Concession Stand		\$50 / \$60	
Multipurpose Rooms		\$65 / \$78	
Locker Rooms		\$33 / \$39.60	
Media Center		\$50 / \$60	
Computer Lab		\$50 / \$60	
Lecture Hall	175	\$65 / \$78	
Turf Field		\$230 / \$276	\$1,500 stadium rental for Var FB, includes cleaning fee. 5:30 pm gameday access. FPS will run stadium concessions. No video board access allowed.
Grass Field		\$100 / \$120	
Tennis Court		\$25 / \$30	
Track / Field		\$85 / \$102	
Wrestling Room		\$125 / \$150	
Clamar Practice Field		\$100 / \$120	
<u>FMS / JCAC</u>	<u>FMS / JCAC</u>	<u>FMS / JCAC</u>	<u>FMS / JCAC</u>
Main Gym	1671 / 1400	\$75 / \$90	
Multipurpose Gym	600	\$65 / \$78	
Commons		\$55 / \$66	
Cafeteria	703 / 833	\$55 / \$66	
Activity Center	137	\$55 / \$66	
Turf Field		\$230 / \$276	
Track / Field		\$85 / \$102	
Wrestling Room		\$125 / \$150	
FMS North Grass Field		\$100 / \$120	
<u>Elem. Buildings</u>	<u>Elem. Buildings</u>	<u>Elem. Buildings</u>	<u>Elem. Buildings</u>
Gym		\$70 / \$84	
Commons		\$50 / \$60	
<u>Main St. Building</u>	<u>Main St. Building</u>	<u>Main St. Building</u>	<u>Main St. Building</u>
Meeting Rooms		\$33 / \$39.60	
Lenihan Gym		\$50 / \$60	Open 9/1 and closes 5/1 annually

At no time will the occupant capacity be allowed to exceed the capacity of the numbers shown.

Special Fees

- Spot lights \$25 each / day
- Stage lighting \$25 as is
- Grand piano (FHS) \$55 / day
- Standard piano (FHS) \$30 / day
- TV access \$35 / day
- Digital Projector \$45 / day
- Sound Shell \$55 / day
- Risers \$55 / day
- Sound System \$45 / day
- Sound/Lighting Tech. \$45.00 / hour
- Computer Lab Tech. \$40.00 / hour
- Gym Floor Cover \$100 / day
- Volleyball system \$100 / day

Kitchen Fees

There will be a charge of \$55 per hour for the use of any kitchen with a minimum of one hour. This charge includes a Fremont Public Schools Kitchen staff member who will be present during the usage.

Custodial Fees

Per hour rate of \$41.00 per employee with a minimum of two hours. This includes one hour each for opening and closing the building, including custodial services.

Maintenance Fees

Per hour rate of \$55.00 per employee, minimum of one hour, plus any related material costs. This fee will apply when district personnel is involved in set-up, tear-down, and/or pick-up and delivery of equipment.

Inclement Weather

\$130.00 for each piece of equipment for contracted snow removal and sanding for ice, and \$75.00 per hour per piece of equipment for Fremont Public Schools to remove snow. If the event is cancelled or rescheduled these fees will not have to be paid if Fremont Public Schools is given at least a four (4) hours notice by calling (402) 727-3140 before the entry time listed on the Facility Use Request form.

Notice of Nondiscrimination

The Fremont Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Scott Jensen, Executive Director of Secondary Operations, 130 East 9th Street, Fremont, NE 68025 402.727.3000 (scott.jensen@fpsmail.org).

Employees and Others: Dr. Jen Robinson, Executive Director of Human Resources and Elementary Operations, 130 East 9th Street, Fremont, NE 68025 402.727.3000 (jen.robinson@fpsmail.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.