

Gardner Edgerton School District

FACILITY USAGE GUIDELINES & PROCEDURES

Section 1. Philosophy: The taxpayers of Unified School District No. 231 have invested millions of dollars in school facilities. A return on their investment is realized only through maximizing the use their use. It is important these facilities be kept in use for as many hours as possible. However, it is equally important the facilities be used in a manner the taxpayers' investment is not lost or diminished through misuse, neglect of the facilities, or through operational costs not recovered by the District.

This investment is made primarily to facilitate the education and development of children of school age within the District, the educational programs managed by the District being the primary agency to carry out this end. The Board of Education recognizes the obligation to make the facilities available to others when the use does not interfere with the school program.

It is not the intent of USD 231 to use facility usage fees as a revenue source, but annual revenue from facility use should cover operational costs associated with outside group use.

Section 2. Written Guidelines: Guidelines for facility usage will be located on the District web site at www.usd231.com.

Section 3. Procedure For Obtaining Approval for Use: All requests for facility use will be submitted on District forms and received in the District office by the designated due date for optimal prioritization. All requests received after the due date will be forwarded to the requested building for building administrator review. Those approved at the building level will be returned to the District office for final approval and billing. These requests must be received for processing at least ten days prior to the date of use. All requests received after the Block due date will be considered on a first come - first served basis for that date range.

BLOCK	DATE RANGE OF FACILITY USAGE	DUE DATE
Block A	First Day of School – October 31	May 1
Block B	November 1 – February 29	August 1
Block C	March 1 – May 31	January 1
Block D	Summer (June 1 – July 31)	April 1

In the event an activity requires more time to prepare than the Block schedule provides, special approval may be requested. In no case will facilities be approved more than six (6) months prior to the event.

Section 4. Assumption of Responsibility: School facilities will only be available to organized groups in which one individual agrees to assume responsibility for the facilities being used. Any damage done to the facility or its contents, or any contents removed from the facility by a member or members of a group using a district facility shall be paid for by the group who reserved the space. School officials shall determine charges based on actual replacement costs. All users will be required to show proof of liability insurance and/or a certificate of liability insurance in the amount of \$1,000,000 with USD #231 cited as "additional insured" before use of facility is approved. All users will be in good standing with the District with respect to payment of past fees in a timely basis, care of facilities during use, and individuals assigned the leadership role for the facility usage activity.

Section 5. Classification of Groups: The superintendent's designee will be responsible for assigning classification of groups for the purposes of scheduling priority and billing rates. A group's classification will be noted on each approved facility request, which will be returned to the applicant within ten working days of the request.

Category A School District and Governmental Groups:

Concept: Curricular, extra-curricular, and co-curricular student groups, district administrative, faculty, and staff in-service functions, and governmental election agencies. No use fees or personnel charges should be assessed as these groups are direct extensions of the school district and/or governmental agencies that serve a similar tax base.

Criteria:

- Groups comprised solely of USD 231 students and/or faculty and staff and participating or competing school groups taking part in curricular, co-curricular, or extra-curricular events, practices, rehearsals, performances, or other school-related activities.
- Summer School Programs
- School-affiliated organizations whose purpose is **not** fund raising. (PTA, GENE, District Committees, etc.)
- National, state, and local government elections and meetings.
- District-Sanctioned in-service meetings.

Category B Quasi-School Groups:

Concept: Educational youth groups and groups sanctioned by USD 231 who primarily serve USD 231 students. No or minimal use fees should be charged to these groups. Additional personnel charges should be assessed to these groups to recover custodial and/or supervisory costs incurred by USD 231 depending on the date, nature, size, and times of events.

Criteria:

- Non-athletic, non-sectarian youth groups comprised primarily of district students who provide for continued education and social development of USD 231 students. (Boy Scouts, Girl Scouts, Cub Scouts, etc.)
- High School and Middle School team athletic programming (camps, lessons, workouts, conditioning, etc.) when operated by a district-employed coach under KSHSAA rules. See Appendix D for guidelines on employee usage.
- USD 231 school and/or community-wide fund-raising events where funds directly benefit educational programs
- USD 231 Alumni groups and scholarship committees

Category C Community Youth and Educational Groups:

Concept: Youth activity groups serving students in grades pre-kindergarten through twelve, whose enrollment consists of at least 75% USD 231 patrons or students. Minimal rental fees and normal personnel charges will be assessed to these groups to recover operational, custodial and/or supervisory costs incurred by USD 231.

Criteria:

- City of Gardner Parks and Recreation youth leagues and activities. See Appendix C for Parks and Recreation Guidelines and Expectations
- Individual youth athletic teams and leagues
- Youth club awards assemblies

Category D Community Adult Groups and Fund-raising Events:

Concept: Adult activities and classes operated by individuals or organizations who have the ability to charge participants to participate in organized educational activities, athletic activities, and community events. Profit-bearing rates should be assessed to these groups to help recover the costs for the above categories.

Criteria:

- City of Gardner Parks and Recreation adult leagues and activities
- Individual adult athletic and activity groups
- Community youth group fund-raising events
- Adult classes or seminars not sponsored by USD 231
- Adult group meetings (homeowners associations, political caucuses, neighborhood watch groups)
- Local benevolent and philanthropic organizations when not a fund-raising event (Lions Club, Athena Club, Rotary International, Chamber of Commerce, etc.)

Category E Commercial:

Concept: Commercial for-profit and not-for-profit groups who profit financially from or avoid commercial rental fees through the use of USD 231 facilities. Profit-bearing rates reflecting the local commercial economy should be assessed to these groups who profit directly or indirectly from district facility use.

Criteria:

- Commercial Organizations or Individuals (training, testing, interviewing, etc.)
- Fund-raising events by not-for-profit groups
- Churches, including youth group meetings

Section 6. Prioritization: School curricular, co-curricular, and extra-curricular groups will always have priority in scheduling facility use. Outside groups who have received approval may be subsequently re-scheduled if the need arises because of re-scheduled school-related events. All requests received by their Block due date will be prioritized by their group Category, availability of space, and history of positive rental usage.

Section 7. Facility Usage Hours & Days: USD 231 facilities are available for outside groups throughout the year. For all activities, group participants are expected to have cleaned up their areas and exited the facilities by 10:00 pm. Three categories have been created to cover when District Facilities are and are not available:

- 1) Custodians are on duty - additional charges for their services **are not** assessed for Categories A, B & C.

*August - May

Monday – Friday 6:30am – 10:00pm

June & *July

Monday – Thursday 6:30am – 7:00pm (* see category #3 below for exceptions)

- 2) Custodians are not on duty – additional charges will be assessed for all groups requesting space.

- Weekends Saturday 6:30am – 10:00pm;
Sunday **1:00pm – 10:00pm

3) **Facility Usage Not Available:** Custodians may or may not be on duty; however, these days are set aside by our custodial and maintenance crews for facility maintenance/repair that cannot be accomplished when children/staff are present.

- Holidays falling during the work week
- District designated days during the school year when students are not in session for a full day of school; includes fall, winter and spring breaks, parent-teacher conferences, etc., as identified on the official school calendar.
- Snow days and any other days school is closed for weather, utility, emergency and/or other unplanned circumstance
- July 1 – 10 each summer **
- August 1 – through the first full week of school **

** with the exception of regular church groups

While Facilities are not available for public use on certain days identified above, unique requests with special circumstances are considered. If approved, appropriate custodial service charges are applicable. Use of facilities beyond days/hours identified above requires approval of the superintendent or his designee.

Section 8. Opening and Closing of Buildings: Whenever any facility is used during non-school hours, the building shall be opened and closed by a school custodian.

Section 9. Large Group Use: Unless otherwise directed by district administration, whenever a facility is being used by a large group, a school custodian shall be present during its use to protect school property.

Section 10. Non-interference: Use of school facilities by outside groups should not interfere with clean-up of facilities preparatory to school use.

Section 11. Auditorium Use: All sound and staging equipment must be operated by an authorized USD 231 employee at the expense of the requesting party.

Section 12. Indoor Facilities not available for Outdoor Sports: The District indoor facilities are designed for indoor sports. They are not designed to protect the building and/or equipment from typical outdoor activities. For that reason, no indoor facilities will be made available to outdoor sport activity practices.

Section 13. Kitchen Facilities: Whenever any group uses the kitchen facilities, a kitchen employee shall be on duty, and the organization shall be billed overtime kitchen personnel charges in addition to the custodial charge and facility rental fee.

Section 14. GE-NEA: The Gardner-Edgerton National Education Association is considered to be a school group under Category A.

Section 15. Responsibility of School District: The school district will assume no responsibility for accidents, loss, or injury incurred during events scheduled by outside groups.

Section 16. Fee Adjustment: Whenever a group that normally would be charged for use of the facilities wishes to use the facilities for the direct benefit of USD 231 students, the superintendent or his designee shall have the authority to adjust the fee.

Section 17. Rates: The Facility Usage rates (Appendix B) shall be reviewed annually and brought back before the Board of Education for any recommended modifications. Rates will be set at a level determined necessary to recover operational, custodial and supervisory costs incurred by USD 231. Any rate changes will become effective at the beginning of the USD 231 fiscal year (July 1).

Section 18. Additional Rates: If the established rates do not cover the operational and custodial costs of the facility, the superintendent or his designee may adjust the fees to cover actual expenses.

Section 19. Decorations: All decorations within a facility must be in accordance with all city fire and safety regulations. No flame-producing devices such as candles or fuel-burning lamps are to be used in district facilities. Decorations should be removed from the premises immediately following the event.

Section 20. Alcohol, Tobacco, Weapons: The manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol, and/or tobacco on school property or at school activities is prohibited. Weapons of any kind are not allowed on school property.

Section 21. Annual Use Review: Groups requesting temporary use of district facilities in lieu of permanent facilities specifically designed and constructed for the purposes of the group may be approved renewable on an annual basis. Such groups must re-apply to the superintendent's designee by Block D due date and will be considered for approval for the upcoming fiscal year (July 1-June 30).

Section 22. School Closings: If school is closed due to inclement weather, facility use by outside groups for all activities will be cancelled for the rest of the day.

Section 23. First Year of New Facility: During the first year of the opening of a new District facility, no facility usage/rental will be authorized.

Section 24. Restricted Use of Special Use Space and Equipment: Some classrooms/spaces and equipment are not available for rental usage. These rooms include but are not limited to: science rooms, music and choir rooms, weight rooms, administration offices, vocational education shops, FACs, computer labs, etc. Equipment not available for use includes but is not limited to: industrial technology, batting cages, sewing machines, computer labs, etc.

The following Appendix documents are considered to be Administrative Procedures developed for the implementation of the District Facility Usage Guidelines and Procedures:

- Appendix A: Request to Use District Facilities form
- Appendix B: Facility Usage Fee Invoice form
- Appendix C: Parks & Recreation Guidelines and Expectations
- Appendix D: Employee Guidelines for Usage