

KG Use of School Facilities by Community Groups

The board may allow use of school buildings and school grounds by community groups (outside the school day). Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity.

The board recognizes the importance of making the most effective use of tax dollars intended for the education of students in the Riverside School District. While facility use priority will be for school district activities and programs, the board has determined to give limited public access to facilities supporting students and community members engaged in educational and recreational activities. All facility use must meet both board policy and legal standards, without regard for viewpoint and with the intent of providing benefit to Riverside students. Only the building principals, activity directors, and superintendent may grant approval for facility use. All groups using school facilities will recognize that the use is for a limited time. It is not the intent of the board to provide permanent housing for any group.

Approval

All facility or equipment use requires prior approval. Individual or organizations must provide the administrator with a completed request form and other proper documentation at least two weeks in advance of the activity. Exceptions may be made to the two weeks notice if the facility is available and the activity will benefit Riverside students. No activity may proceed without receipt of a copy of the form approved by the administrator.

Use of Keys

Key cards may be checked out to an approved supervisor. Within one business day following the activity, all key cards must be turned into the building office. The adult who signs out the key must be in attendance at all times and is responsible for the care of the building, the supervision of those using the building, and clean-up.

Damages

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay any damages to the facility, beyond normal wear, related to the use of the facility.

Groups Granted Limited Access

The following groups will be allowed to use district facilities:

- Community Groups (Lions Club, American Legion, VFW, Chamber of Commerce, Local Churches, Local Ministerial Alliance, etc.)
- Supporting Organizations (Alumni Association, Booster Club, After Prom, etc.)

- Community Improvement/Student Assistance Organizations (Youth Wrestling Program, Youth Basketball, Girl Scouts, Boy Scouts, 4-H, Community Theatre, Military Groups, Youth Baseball, Youth Softball, Youth Volleyball, etc.)

Residency Requirement

All groups listed above must meet a minimum of 50% Riverside School District residency requirement. Student age groups must meet a minimum of 50% Riverside USD 114 students.

Community Groups, Supporting Organizations, and Community Involvement/Student Assistance Organizations are allowed to use district facilities for educational and/or community activities that provide tangible learning benefits for students and are not subject to the residency requirement. Examples include: Countywide 4-H events, Area Cub Scout Pinewood Derby, all Alumni events/activities, and area military veterans events. All student/youth recreational teams must meet the residency requirement.

Gym Usage

Any of the groups granted limited access above requesting to use gymnasiums will be grant use of any of the secondary gyms in the district as determined by the building administrator. Typically the game gym located on the East Campus will be reserved for school-based groups. In the event that any approved group requests the use of the game gym, the building administrator and superintendent will consider such requests on a case by case basis and may grant the request if it provides a significant benefit to Riverside students.

Fundraising

The use of facilities must be in keeping with the general program of educational and recreational activities and must not be used for commercial use or personal gain and/or profit. School-based groups, community groups, supporting organizations, and community involvement/student assistance organizations are allowed to use facilities for fundraisers that directly benefit Riverside students.

Priority

All building use permissions are subject to availability of space. School events will be considered a priority over other requests to use district facilities.

Regulations

1. All damage to the building or equipment is the liability of the Group/Organization.
2. Use of alcohol and/or tobacco is prohibited.
3. School facilities will not be used for private functions.

4. The Group/Organization is responsible for all clean up.
5. USD 114 is not responsible, liable or accountable for personal injury or personal property damage or loss.
6. The Group/Organization is responsible for building security.
7. Approved adults are prohibited from lending their keycard to anyone or opening a building for anyone without prior approval from the administrator.
8. All groups must meet a minimum of 50% residency requirement. The school has the right to request verification.
9. When finished, turn off lights, make sure doors are locked, and make sure all members of the group have exited the building.

Fees and Rental Charges

The board reserves the right to establish fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Agreements

The board shall approve any lease agreements.

Insurance and/or bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the school's facilities. Use is limited-to-limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved: By the Riverside USD 114 BOE 12/11/17

Revised & Approved attached USD 114 Facilities Usage Agreement 12/11/2023



RIVERSIDE USD 114

HOME OF THE CYCLONES

USD 114 FACILITIES USAGE AGREEMENT

Organization/Group Name _____

Adult Supervisor _____

Phone Number _____ Email _____

General Conditions Applicable to Any Usage

- a. Organizations are responsible for any loss or breakage that might occur while the facilities are being utilized.
- b. Only the space(s) and equipment previously agreed upon are to be utilized. Sports teams should supply their own equipment such as basketballs, volleyballs, etc.
- c. Adult supervision should always be present if students/children are participating. The adult is responsible for anyone let into the building. Do NOT prop open doors.
- d. Utilized areas will be left clean and trash will be left in appropriate containers.
- e. Restrooms will be checked, all lights turned off, and doors locked at the end of usage. The adult in charge is responsible for making sure that everyone is out of the building before leaving.
- f. No food or drink will be allowed except in agreed-upon areas.
- g. No use of tobacco is permitted within the school buildings.
- h. No alcohol use or consumption shall occur on school district property.
- i. Utilization is to occur only on the previously agreed date and time without contacting the building administrator or designated representative.
- j. USD 114 will not be responsible for injuries at non-school activities. Outside groups may be required to present a certificate of insurance if necessary.
- k. If custodial setup or clean-up is necessary, this will be billed to the group or person in charge.

Room/Area to be Utilized _____

Date(s) and Time of Usage _____

Key Deposit: A key deposit of \$50.00 is required. Keys/cards should be returned at the end of the usage dates designated above or by May 31st of each school year to get the deposit returned.
Gyms are not available for outside teams from June 1 - August 1.

Financial Agreement: Stated amounts are established by the Board of Education and may be waived or altered by administration). Usage not directly addressed will be negotiated with the building principal and/or superintendent.

1. Deposit - Deposit will be returned with approval of building principal - \$250
2. Gym usage by non-student groups and for-profit - \$750/day (prorated fees not applicable)
3. Concessions - \$50
4. Custodial fee per hour (minimum of one hour) - \$20

Total Fees _____

Representative Signature _____ **Date:** _____

Administrator Signature _____ **Date:** _____