

CVSD Facility Rental Procedures for CVSD Policy Code H1 Use of School Facilities

STATEMENT OF PURPOSE

Champlain Valley School District's mission is to develop citizens who learn, think, live, contribute and pursue excellence. We welcome and encourage CVSD community use of our buildings and grounds when the schools are not using them. We offer the rental use of our facilities as a service to our CVSD community members. However, with heightened security concerns and the rising cost of facility maintenance and utilities, we are obligated to put the following rules and fees in place. Below are the procedures for community members to rent CVSD facilities.

POLICY AND PROCEDURES

These procedures are established by the CVSD administration in support of the Use of School Facilities policy of the Champlain Valley School District Board of School Directors.

GENERAL GUIDELINES

1. Facility renters must follow all of the procedures in this document as well as specific guidelines particular to each school. See Addendum B.
2. Facility rental request forms are the same throughout the district and can be found on the CVSD website and at the local schools.
3. It is the practice of CVSD to NOT rent space in its buildings for the purpose of memorial services. The Superintendent may grant an exception in the case of a close member of the school community.
4. A rental agreement, signed by the Principal, or designee, is required of external groups to use any of the CVSD indoor facilities, or to use the fields for a publicized event.
5. A rental agreement will be issued as pending until proof of insurance, and all rental and personnel fees are paid.
6. Community members are welcome to use the playgrounds and fields, without a rental agreement, when it is for their private use and not for a publicized event, when not being used by the school or town recreation department. Community members may rent the fields for their exclusive use or for their publicized events.
7. Each group or individual using a CVSD facility will have a designated responsible person (Responsible Party) who has signed the facility rental application form and thereby accepts responsibility for the care, cleanliness, and supervision of the facility when used by their group.
8. The Responsible Party must be present for the entirety of the usage period. If that is not possible, a second person may be named as the backup Responsible Party.
9. All adult participants will be made aware of the usage rules by the Responsible Party.
10. Access to buildings or grounds during school hours is not allowed. Set up and tear down must be planned appropriately.

11. All school materials (papers, student work, contents on white boards, contents in cubbies, etc.) must not be touched and must be treated as private and confidential. No student or adult may go through student or teacher materials.
12. All areas of the school are off limits except for the specific area (and its designated bathroom) for which use has been granted.
13. Minors must be supervised at all times.

USAGE GROUPS

Internal Groups or Individuals include (listed in order of priority)

- CVSD school sponsored activities or School Board sponsored activities
- CVSD affiliated groups (e.g. PTO or equivalent, CY mentoring)

Internal groups or individuals:

- Have priority of usage over external groups or individuals.
- Must pay custodial fees, or have an approved staff member present, when they are using the building outside of regular school hours

External Groups or Individuals include (listed in order of priority)

- Town or town recreation department sponsored activities
- Events and activities provided for the benefit of children in CVSD Community
- Events and activities provided for the benefit of adults in CVSD Community
- Others who do not fit into the category of Internal Groups or Individuals above

External groups or individuals:

- Must provide proof of insurance
- May be asked to provide proof of being a non-profit, to receive non-profit rates.
- Must pay user fees and custodial fees, when applicable
- Must pay a refundable damage deposit of \$100 for groups greater than 25 people.

RULES

1. No alcohol, narcotics or smoking in or on school premises. No e-cigarettes and/or vaping
2. Allergen free areas in the school must be respected, i.e. no nuts in nut free spaces.
3. Only non-marking sneakers in gyms or wooden floors.
4. No food or beverages (other than water) in spaces with wooden floors, like gyms.
5. No food or drink is allowed in auditoriums, light booths and sound booths.
6. No adhesives may be used on, nor holes punctured into, walls or floors.
7. No use may result in destruction, damages, undue wear or pose a hazard to children or others.

SAFETY PROCEDURES

1. Upon entering the space being rented, the adult group member leader is responsible for reviewing the evacuation map located on the wall of each room and communicating exit locations to the group.
2. During a fire alarm, all building occupants are required to take the closest exit and make their way outside. Adult group member leaders of youth are also encouraged to carry with them a list of participant names and guardian contact information.
3. In case of accident or illness, a custodian must be contacted immediately for help with cleanup. AVOID ANY CONTACT WITH BODILY FLUIDS.
4. Doors to the exterior of the building may not be propped open, per order of the Fire Marshall of each town.

FEES

1. The rental fee is the fee charged to use the space and covers the cost of **normal** wear and utilities. It does not include abnormal wear or personnel fees.
2. CVSD will not charge rental or personnel fees if an event is canceled 30 days ahead of the event (the first session of a multi-session event). Cancellations prior to 48 hours of an event will result in the return of personnel charges.
3. For the purposes of building security, general supervision and opening/closing, and set up/clean up, it is required that there be a custodian on the campus for all rentals to external groups or individuals. See Fee Schedule (Addendum A) for rates. The custodial fee may be waived by the district COO for groups of 20 or fewer if a district or town employee agrees to take responsibility for the facility. This waiver will be rescinded at the first violation of the agreement.
4. Use of facilities for elections or town meeting day events must be negotiated with the district COO. Rental fees will be waived but personnel and security charges will be applied.

WHAT IS INCLUDED IN THE RENTAL FEE

1. Rental of interior spaces includes the use of the tables and chairs already present in the room.
2. Rental of interior spaces does not include the use of computers, projector, Smartboard, document camera, etc. without an additional fee, as noted below.
3. Spaces are "as is" unless a specific set up plan is mutually agreed upon and noted in the rental agreement.
4. Rental of spaces does not include the use of consumable, breakable or costly equipment used by students and staff like paper, copier, sports equipment, etc.
5. Renters are expected to clean up after their group and leave the space the same or better than it was found.
6. Storage of items is not included in the rental fee. Items belonging to the rental group or individual will be removed at the time they leave the facility, even for repeat users, unless prior approval by building administration is granted.

Addendum A

RENTAL FEE SCHEDULE

1. The minimum charge is for one hour.
2. Multiple rentals by the same group, under the same rental agreement, have a maximum total rental fee charged per year equivalent to its weekly rate x 15. This discount only applies to local non profit groups, which serve the CVSD community and is non cancellable within 15 weeks.
3. While not all schools have the same space options, the fee schedule is the same across all CVSD schools.

Hourly Rates (does not include custodial fees)	Rate for Non-Profits serving CVSD community		Rate for All Others:
	Youth	Adult	
Classroom and conference room	\$0	\$0	\$15
Gym and rooms with wooden floors	\$25	\$35	\$40
Cafeteria	\$10	\$20	\$30
School Kitchen *	\$80/hr 2 hour min.		\$90/hr 2 hour min.
Alternative kitchen or Family and Consumer Science Room	\$25	\$35	\$45
Auditorium with-out technology	\$25	\$35	\$45
Auditorium with technology (light and sound)	See building administration		
Fields: K-8 schools	\$10	\$10	\$20
Fields: CVU	See building administration		
Technology usage- projector, screen, Smartboard, computers, TV	\$20 per usage/event		\$30 per usage/event

*School kitchen charge includes fee for required presence of a food service staff member - only possible when school is not in session and only if staffing is available. Staffing charge for 30 minutes before and after event will be charged. 2 hour minimum.

EXCESS CLEANING/DAMAGE DEPOSIT: All external groups greater than 25 people are expected to pay a refundable deposit of \$100.

CUSTODIAL SUPPORT FEES

On non-school days, (based on school calendar), including Saturdays and Sundays the rate is \$25/hour during the event plus ½ hour prior and ½ hour after the event ends for each custodian needed. The number of custodians needed is determined by the site's Facilities Director.

On school days, if a custodian arrives early, leaves late or incurs overtime for supporting an event, and for times when there is an exceptional amount of set up or take down for the event: The rate is \$25/hour. The determination of whether the custodian will incur overtime due to the rental, and if there is an exceptional amount of set up or take down for the event, is determined by the site's Facilities Director.

ADDENDUM B

Guidelines Specific to Each School

Charlotte Central School

Composting and Recycling

1. All renters, internal and external, are expected to use a 3 sort waste system: compost, recycling, trash and have it monitored. If needed, a custodian may provide the service of setting it up and monitoring it, for a fee.
2. All renters are expected to review the Planning for a Green Event Checklist, provided upon filling out the request for rental form at CCS.

The Charlotte Central School kitchen is not available for rental.

Williston Central School

All facility users must keep off the bleachers when they are closed.

Allen Brook School

All facility users may not lean against, throw, or kick objects at the stage wall. These activities force the wall to shift and it is difficult to realign.

CVSD Central Office

It is expected that the person signing the agreement shuts down technology (if access was granted in the rental agreement), lights are shut off and the exit door(s) are closed and locked upon departure.

ADDENDUM C

CODE H1

USE OF SCHOOL FACILITIES

Policy

It is the policy of the Champlain Valley School District to support the community use of school facilities in ways that complement regular school activities.

Guidelines

1. School activities take precedence over all other uses of facilities.
2. The school districts encourage the use of its facilities at the end of the regular school day, particularly for school-age children. Programs and activities must be independently supervised and administered and must not interfere with, nor disrupt the regular school programs.
3. Authorization to use school facilities does not imply endorsement or approval of any group or activity. Permission to use school districts' facilities may be granted to organizations and individuals by the Superintendent or his/her designee, in keeping with regulations adopted by the Board.
4. The Administration shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities pursuant to this policy they shall comply with all school district policies and procedures as applicable.
5. The District will provide adequate custodial service and building security at the expense of the group using the facility. A usage fee will be charged in accordance with a fee schedule developed by the Superintendent or his/her designee and approved by the Board.

Date Warned: 6/7/2017

Date Adopted: 6/20/2017

Date Reaffirmed: Not Applicable

Legal Reference(s):

Cross Reference(s): Public Solicitations/Advertising in Schools (H2)

FACILITY RENTAL APPLICATION AND AGREEMENT

TO BE COMPLETED BY THE APPLICANT

NonProfit? Yes ____ No ____

Name of Organization: _____ Space Requested: _____

Date(s) Needed: _____ Start & End Times _____

Purpose of Rental: _____

PERSON RESPONSIBLE:

Name: _____ Address _____

Telephone: _____ Alternate Phone: _____

SPECIAL EQUIPMENT / SETUP (Please circle and add details below)

Chairs and/or tables Sound system TV/VCR Screen Overhead Projector LCD Projector

Other: _____

____ Please check here if serving food so that waste receptacles will be provided

____ Number of attendees expected ____ Number of volunteers staffing event ____ Number of vendors

Please add details on special equipment here (e.g., number of tables and chairs). Be specific on how you would like the space to be set up (attach diagram if necessary)

INSURANCE:

Name of Insurance Company (if Group Organization) _____

Policy Number _____

AGREEMENT (please initial next to the number)

1. _____ (initial here at all lines) The undersigned understands that CVSD does not provide medical insurance covering injuries of any nature during the period of facility use.
2. _____ The undersigned acknowledges that individuals/groups renting the facility may not discriminate against individuals based on age, sex, race, color, creed, national origin, disabling condition, sexual orientation, gender identity, or any other non-merit factor
3. _____ The undersigned acknowledges that all applicants for use of school facilities shall hold CVSD free and without harm from any loss of damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities.
4. _____ The undersigned acknowledges that a Certificate of Insurance providing personal injury and property damage of \$1,000,000 and listing Champlain Valley School District as “additionally insured” must be received at least 48 hours prior to the rental, otherwise usage will be denied.
5. _____ The undersigned acknowledges that payment for rental and personnel fees, if applicable, must be received at least 48 hours prior to the rental, unless other arrangements are approved by the principal or designee.
6. _____ The undersigned acknowledges that the school principal, or designee, possesses the authority to make the final decision on the use of school facilities by the group and thus usage is not approved until a pending agreement signed by the principal has been issued.
7. _____ The undersigned acknowledges that should damage to the interior or exterior of the school campus occur, the superintendent, or designee, shall determine the amount of damage and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
8. _____ The undersigned will ensure that the space is left as found: furniture returned to how it was found, all waste in containers, boards erased of renters’ writings, basketball backboard as found, tables wiped down of any spills, etc.
9. _____ The undersigned will read and meet the particular facility requirements for usage described in addendum B.
10. _____ The undersigned acknowledges that should the Principal determine that the space rented requires additional clean up time beyond the custodial time allotted in the

rental agreement, the additional custodial time will be invoiced to the signer of the rental agreement and expected to be paid within 30 business days.

11. _____ The undersigned acknowledges that spending more time than the amount agreed upon in the rental agreement will be invoiced to the signer of the rental agreement and expected to be paid within 30 business days.
12. _____ The undersigned understands that a rental agreement may need to be modified (i.e. a location or date may need to be changed) or withdrawn by CVSD in the following situations:
 - a. The rental group does not follow any portion of these procedures.
 - b. An unforeseen urgent usage determined by the Principal.
 - c. Space is not usable
13. _____ If there is a need for the undersigned to modify or cancel the rental agreement, 48 hours notice is required. Otherwise personnel fees will be charged due to inadequate time to adjust personnel schedules.
14. _____ The undersigned acknowledges that fire and police protection shall be provided and paid for by the renting group when, in the judgement of the district, such coverage is warranted.

I have read, understand and agree to abide by the guidelines for renting Champlain Valley School District buildings and grounds.

Name (printed)

Signature and Date

RECEIPT

The above application is _____ APPROVED or _____ DECLINED (reason) _____

The following charges apply:

Type	Hourly Rate	Hours	Total	Package Price	Notes
Rental / Use Fee(s)					
Custodial Fee(s)					
Other Fee(s)					

Note: Hours are estimated. Significant time overruns will result in additional charges

This Agreement serves as your invoice for the use of the Charlotte Central School facilities. If you have questions or concerns about this agreement you must contact the undersigned within 2 weeks of the approval date below. Failure to comply with the terms of this agreement will result in the loss of use privileges.

Make checks out to Champlain Valley School District. Include name of facility in the memo space: mail to your local school

Signature of Principal or Designee _____ Date: _____