

COMMUNITY RELATIONS

4210P

Community Use of School Facilities**Facilities Use Sheet- School Name:** _____

Please return this form and the District contract as soon as possible to the High School administrator in charge of scheduling facilities use two weeks before your event. If not returned, permission to use may be canceled.

Name of Group: _____

Name of person in charge of group: _____ Phone: _____

Name of person in charge of event: _____ Phone: _____

Date and time of your proposed usage: (Please include set up times) _____

Facility Schedule:

Facility	Rate	Hours	Total
Auditorium (High School Only)	\$106/hr		
Gymnasium	\$35/hr		
Band Room	\$25/hr		
Drama Room (High School Only)	\$25/hr		
Cafeteria (High School, Jefferson, Horizon)			
(Does not include kitchen facilities)	\$25/hr		
Cafetorium (Middle School, Summit)			
(Does not include kitchen facilities)	\$50/hr		
Classroom(s)	\$10/hr each		
Library	\$10/hr		
Conference Room(s) (District Admin Building only)	\$25/hr		
Computer Lab(s)	\$25/hr each		

Athletic Fields (other than High School Football Field)	\$50/day
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Football Field (High School only)	\$200/day
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Parking Lot for staged event(s) (i.e. car shows)	\$100/day
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Parking Lot

in conjunction with scheduled facility event	N/C	N/C	N/C
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Rest Room Facilities

In conjunction with scheduled facility event	N/C	N/C	N/C
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Right to Decline Use: The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, when there is probability of damage or injury to school property, when the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure.

Labor Schedule:

**** **CUSTODIAL:** Basic custodial services provide some assistance; however, it is lessee's responsibility to walk through the building for obvious problems; empty trash; remove all trash from rooms and leave rooms as found; mop up spills—spills in carpeted classrooms will be assessed an additional custodial fee. Licensee agrees to pay custodial costs incurred by District for having the building open on an un-scheduled day.

Overtime	Payroll
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Employee	Rate	Hours	Taxes	Total
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**** **KITCHEN:** Use of kitchen facilities must be arranged with District Food Service Administration. In the event the Licensee uses the kitchen facilities, a District Food Service employee will be present at all times for supervision.

Overtime	Payroll
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Employee	Rate	Hours	Taxes	Total
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Equipment Schedule:

**** **EQUIPMENT:** Please reserve the following equipment/technology:

Specify

Tables / Chairs

Technical Assistance \$50/hr

To Include:

Sound Equipment

Video including projectors

Technology including computer service

Office Equipment including copiers, printer

Protocol:

- You may pick up the keys at the office the day before your event. They must be returned the day following the event. Please do not give out the code!

- District policy does not allow food and/or drink in classrooms if your group wants to have food or drink while using the facility, please talk to the principal or representative.

- When you leave the facility: Check all available doors and set security code (check for rocks that might prop doors open!)

- Lost and found items should be taken with you.

- If you need anything else or have any problems, please contact the Building Administrator in charge of facilities.

- All equipment used in must be thoroughly cleaned and disinfected by the user.

- If you need assistance: Police Emergency: 1-911

Maintenance Emergency: 308-7314 -- Maintenance Routine

For safety reasons, children are not to be left unattended during your event.

Community Use of School Facilities

Applications requesting use of the school facility must be presented to the building principal at least ten days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

1. The activity should not interfere with the schedule of normal activities of the school or District;
2. The content of the activity should be reasonably appropriate in a school setting;
3. The event is not in conflict with the health and safety of the District or community and does not violate any federal, state, or local ordinance;
4. The event may not be held by the District in support of or in opposition to any candidate or ballot measure. If the District permits facilities rental by any entity or person seeking to hold a meeting in

support or opposition to any candidate or ballot measure, the denial or approval of such rental cannot be based upon the content of the position of the entity or person seeking to hold a meeting and shall likewise make rental options equally available to the counter entity or person if they seek to rent the school's facilities.

5. The user agrees to follow all health and safety protocols outlined by the District.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

Right to Decline Use

The use of the school premises will be denied when, in the opinion of the Superintendent or the Designee, such use may be construed to be solely for commercial purposes, when there is probability of damage or injury to school property, or when the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure.

Fees

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be waived by the Superintendent or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

Schedule of Fees for Weekend events

Jerome school affiliated sports team:	<u>Custodial Fee</u>	<u>Rental Fee</u>
	\$0	\$0
Local Community Organization with majority of participants enrolled within the district or majority of participants are Jerome County residents:	<u>Custodial Fee</u>	<u>Rental Fee</u>
	\$25 hour with 2 hour minimum	\$0
Outside organizations with less than a majority of students enrolled in the district or event collecting fees:	<u>Custodial Fee</u>	<u>Rental Fee</u>
	\$25 hour with 2 hour minimum	\$450 a day

Discretion can be granted at the direction of the Athletic Director or Superintendent.

Insurance Coverage

The Board shall require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the Jerome School District as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

School Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such

equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-District personnel unless otherwise provided for in policy. All equipment used in must be thoroughly cleaned and disinfected by the user.

Supervision

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace, or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage

The following applies to all District outdoor facility rentals:

- 1) The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
- 2) Arrangements for keys for any rented facility must be made prior to the event by contacting the Athletic Director.
- 3) The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:
 - a) If field conditions are such that play is not recommended, the athletic director shall notify the rental group as far in advance as possible that contests must be canceled. Practice field rental will be substituted, if possible; and
 - b) If there is rain the day of the scheduled contests, the game field rental is considered canceled and game fields are not to be used. Questions can be answered by calling the athletic director, high school principal, or Superintendent (in that order).
- 4) All equipment items the rental group desires must be listed on the rental agreement.
- 5) Requests for night rentals will be reviewed on a case-by-case basis.

Policy History: Adopted on: 10/24/2006

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Revised on :