

REGULATION

SCHOOL DISTRICT OF THE CHATHAMS

PROPERTY

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Use of School Facilities

R 7510. USE OF SCHOOL FACILITIES

Each user/group shall provide evidence of organizational liability insurance for at least \$1,000,000 and will name the School Districts of the Chathams as an Additional Insured. Users shall be financially liable for damage to the facilities and for proper chaperonage. The representative of the organization granted permission to use a school facility will assume responsibility for the orderly and careful use of the facility and will assume liability for any damage or loss of property caused by such use. All activities must terminate by 11:00PM unless explicitly called out in the application.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted at the time of usage request. The users of school equipment accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment or negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

The administration will restrict amplified sound until after 12:00 PM on Sundays and as otherwise determined by the administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

- The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except for fees charged by a law enforcement agency in connection with the use.
- All other organizations or persons granted the use of school facilities will distribute such regulations to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

Insurance and Indemnification

1. The organization and/or its representative will hold Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy.
2. The applicant shall present a certificate of their insurance listing The School District of the Chathams as an additional insured.

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Rental Fees – Indoor Facilities

	Elementary Schools		Middle School		High School	
	Day	Weekend/Night	Day	Weekend/Night	Day	Weekend/Night
Auditorium**	N/A	N/A	\$500	\$500	\$700	\$700
Gymnasium **	\$100	\$125	\$150	\$175	\$200	\$225
Cafeteria without Kitchen	\$75	\$100	\$75	\$100	\$100	\$125
Cafeteria with Kitchen**	\$100	\$125	\$100	\$125	\$200	\$225
Media Center	\$75	\$100	\$75	\$100	\$100	\$125
Use of Classrooms	\$30/Room	\$30/Room	\$30/Room	\$30/Room	\$30/Room	\$30/Room

Individual rates are based on a maximum of four hours use; each additional hour will be assessed at \$30 per hour in the day and \$35 per hour at night, except for use of the High School auditorium which will be assessed at \$75 per hour day and night. A surcharge for air conditioning, if requested, will be assessed at \$50 per hour of usage.

**Plus services of a stage manager or cafeteria worker as stated below.

Rental Fees – Outdoor Facilities

Cougar Turf or Haas Turf fields	\$1,000
Cougar, Middle School and High School fields	\$250
All other fields	\$100

Additional Charges for all Groups Using School Facilities

Custodial	Charges after 10:00 p.m. on school days, Saturdays, and when custodians are not normally on duty other days.	\$52/hr Per Custodian
	Charges on Sundays or Holidays	\$70/hr Per Custodian
Maintenance Person	Charges for groups using Cougar or Haas fields on school days and Saturdays	\$62/hr Per Person
	Charges for groups using Cougar or Haas Fields on Sundays and Holidays	\$82/hr Per Person
Stage Crew (Pupils)	Charges for groups using the high school auditorium	\$15/hr Per Person
Stage Crew (Professional)	Charges for groups using the high school auditorium	\$60/hr Per Person
Cafeteria Worker Charges		\$40/hr Per Person
Security Guards		\$50/hr Per Person

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Application Procedures

- Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.
- An adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization, must sign the application.
- The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use.
- The application must include all the equipment and supplies that the applicant wishes to include in the use.
- Application for use of requested facility or field may be made up to one year prior to the event.

Approval

- The Business Administrator or assigned designee will review each application and check the school calendar to determine whether the facility request is available at the date and time requested.
- If the facility is not available for use, the Business Administrator will so inform the representative of the organization and may suggest alternate dates, times or facilities.
- The Business Administrator will determine the classification of the applicant organization and the fees and costs, if any, to be charged for the use of the facility and enter that on the application form
- In the event of a conflict between requesting organizations within the same class the request received earlier by the district will be honored first.
- A copy of the form will be made available to the representative who signed the application form.
- The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application by the organization.
- Permission to use school facilities is not transferable.
- The organization's representative must inform the Business Administrators office of any canceled use request as soon as he/she is aware of the cancellation.

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- Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency unless an exception is granted by the School Business Administrator/Board Secretary.

Cancellation

In the event of cancellation of the need for the use of the facility the rental fee portion paid is not refundable. The costs associated with the custodial and service fees will be waived if the district did not incur those costs.

Cross reference:

Adopted: May 14, 2007

Revised: March 3, 2008

Revised: June 15, 2009

Revised: April 28, 2014 (Rate Schedule Revised for 2014/2015 School Year per Annual Reorganization Meeting)

Revised: April 27, 2015 (Rate Schedule Revised for 2015/2016 School Year per Annual Reorganization Meeting)

Revised: May 2, 2016 (Rate Schedule Revised for 2016/2017 School Year per Annual Reorganization Meeting)