

## **Use of District Facilities**

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The public schools and their facilities are the property of the citizens. USD 261 Board of Education recognizes the concept that learning is a lifelong process and that resources and facilities should be available to all the citizens of the community. Therefore, the use of school facilities as community centers is permitted and encouraged as set out in the guidelines below. All laws and statutes of a prohibitive nature pertaining to school districts shall also apply to those groups using USD 261's facilities. Those include the prohibition of the use of tobacco, alcohol, or illegal drug products in school facilities and on school property. It would also include the prohibition of weapons of any kind on school property.

### **Completion of Rental Agreement**

Any person, persons, or outside organization desiring to use the buildings or grounds shall complete a rental agreement and acquire the approval of the superintendent or designee. This agreement shall be completed and approved no less than seven days (one week) in advance of the intended use. A certificate of insurance may be required by the BOE to provide adequate proof of liability insurance. Guidelines for the use of facilities will be provided at the time a facilities use form is requested.

### **Regular Use of Facilities by Non-School Sports/Activity Groups**

For regular use of a facility during a sports/activity season, such groups shall meet with designees of Haysville USD 261 to draw up an agreement that will outline the rights and responsibilities of such groups during that season. This document will also set forth any fees that will be associated with the use. These agreements will be reviewed annually in the process set forth above before being presented to the Board of Education for approval.

### **Priority Usage**

The use of school facilities is subject to the following priorities outlined by the Board of Education. USD 261 school related activities will have the priority over all others on the priority list. If conflicts in scheduling arise the following priority will be enforced.

Priority One: Haysville Activity Center activities.

Priority Two: In -district non-school sports/activity groups.

Priority Three: Other tax supported community institutions.

Priority Four: In-district businesses, churches, civic clubs, community events and individuals.

Priority Five: Out-of-district groups, whose programs include district residents.

**Schedule of Rental Rates for School Facilities (Per Day Per Use)**

**A. CHS Theater \$100.00**

CHS Theater (stage only for rehearsals) 20.00

CHS Gymnasiums 100.00

CHS Swimming Pool 100.00

CHS Cafeteria/Commons 50.00

CHS Classroom 15.00

HMS Gymnasiums 100.00

HMS Cafeteria 50.00

HMS Multipurpose Room 50.00

HMS Classroom 15.00

Elementary School Gymnasiums 50.00

Elementary School Cafeterias 25.00

Elementary School Classrooms 15.00

Administrative Office Board Room or Conference Room 25.00

Other District Facilities/Grounds As determined by Supt. or Designee

**B.** Kitchen facilities at any of the schools are available to outside groups only when authorized by the Superintendent or Designee. Any such approval for use of these areas will require the use of District food service employees and the utilization fee will be established by the Superintendent or designee.

**C.** If a custodian is required to be on duty or clean-up is involved, charges will be added at the rate of \$20.00 per hour during the week and \$30 per hour on weekends. A custodian must be on duty if the group using the facility numbers more than 30.

**D.** If special personnel are required, such as lighting or sound operators, charges will be added at the rate of \$20.00 per hour during the week and \$30 per hour on weekends.

**E.** Should users request air conditioning or heating when it is not otherwise in operation, a charge per hour will be assessed. If the facility requires pre-cooling/heating prior to actual use, a minimum of one hour's fee will be charged. Rates per hour will be \$8.00 for small spaces and \$15.00 per hour for large spaces.

**F.** Request for use of school facilities should be directed to the supervisor of the facility desired.

**G.** Additional fees may be charged if property of USD 261 is damaged or left in worse condition than when rented.

**H.** No activities may be scheduled before 12:00 noon or after 6:00 p.m. on Sundays unless approved by the Board of Education. Exceptions maybe made with Superintendent or Designee approval.

**I.** All requests for pool use must comply with the district POOL USE GUIDELINES.

**Exemptions to Fees**

***Class I***

: No building rental fees shall be charged to the following groups for activities serving district residents:

1. School affiliated organizations including, but not limited to, parent teacher groups, booster clubs, alumni organizations, or community service meetings.
2. Governmental units.
3. Local (public school age) youth groups such as Boys Scouts and Girl Scouts.
4. The Haysville Chamber of Commerce.
5. In-district non-school sports/activity groups open to all district residents.
6. Other civic and community organizations as determined by the USD 261 superintendent or designee.

***Any group may incur a custodial expense when custodians are not already on duty.***

***Class II***

: Fees shall be charged to local non-profit and service organizations:

1. In-district churches (located within the boundaries of Haysville USD 261).
2. Private individuals.
3. Private or social groups.

***Class III***

: For-profit business concerns, sectarian, partisan, and out-of-district groups or organizations shall not be granted rental rights without approval of the Superintendent or Designee. Utilization fees and other charges will be set by the Superintendent or Designee.

1. For-profit businesses that utilize facilities on multiple occasions may be charged an escalating fee. This fee will be determined by the Superintendent or Designee.

**POOL USE GUIDELINES**

In the event of the immediate need for pool maintenance or a scheduled school activity, the Facility Usage Department has the authority to cancel any pool event. All school activities have priority.

1. All events must be covered by a minimum of \$1,000,000 liability insurance naming the Haysville Unified School District as an additional insured or certificate holder.
2. All renters must provide an American Red Cross, ELLIS or YMCA certified lifeguard for pool rental.
3. You will not be allowed in the pool area until your scheduled time. Please arrive no earlier than 5 or 10 minutes before your confirmed time.
4. Food and/or drink, including water bottles, are not allowed in pool area.
5. Due to health concerns, non-toilet trained individuals must wear swim diapers or plastic pants while in pool.
6. No pool toys are allowed in the pools and use of District pool equipment is prohibited.
7. Starting platforms and diving boards are to be used by swim team members only.
8. In accordance with safe schools, no water guns are allowed.
9. No stereos, sound equipment or electrical devices of any kind are allowed in pool area.
10. Bleeding, vomiting and/or toilet accidents in the pool must be reported immediately to the building facilitator or custodian. Due to health concerns, everyone will be removed from the pool immediately.
11. Please be respectful to all building facilitators, custodial staff, lifeguards and school property. Failure to do so may lead to suspension of rental privileges and/or reimbursement for any property damage.
12. Do not sit on handrails.
13. No running on pool decks.
14. No diving, flips, etc. off the side of the pool.
15. Adults need to be within arm's reach of children using flotation devices.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

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**16.** Boisterousness, profanity, roughness, or any activity that interferes with the safety of others or their enjoyment is prohibited.

In the event of a lightning storm, our Building Supervisors and custodians have been instructed to cancel all pool activities and close the pool area.

Adopted January 7, 2002

BOE Approved: January 7, 2002

BOE Reviewed and Approved: February 22, 2010

BOE Revised: April 15, 2013

BOE Revised: December 17, 2018

**Cross Reference: DFG and JH**