

USD #343

Use of School Facilities for Non-school Events Guidelines

(Updated 3/2/12)

Availability:

1. District related functions shall have first priority. Dates for outside usage of facilities will not be confirmed prior to July 1 of the calendar year unless an exception is granted by the superintendent of schools. Use of facility paperwork must be submitted at least 5 days in advance.
2. Facility use during holiday periods will not be approved. These holiday periods include: Labor Day, Thanksgiving break, winter break, spring break, Good Friday, Easter Sunday, Memorial Day, Independence Day and any other days designated by the district as holidays.
3. District facilities may not be rented to individuals or groups for profit, personal gain, commercial interest or political meetings.
4. Individuals, groups and organizations requesting building use who do not have an address within the boundaries of the School District, and /or/do not have at least 30% of the users of the building/facility who reside within the District's boundaries will pay twice the hourly usage rate based on availability of the facility. Priority will be given to in-district usage with a 48-hour notification window.
5. The USD #343 Board of Education may elect to make any/all facilities unavailable for use at its discretion.
6. Use of district facilities must be limited to those purposes stated in the written agreement.

Prohibited Activities:

1. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or grounds. Tobacco use is prohibited in school buildings.
2. Use of live animals, unless granted permission by the superintendent or building principal, is prohibited.
3. Unless permission is granted specifically to use the facility until a later time, the facilities must be vacated by 10:00 p.m.

Payment of Fees:

1. All fees must be paid within 30 days of use. Groups who pay a single fee for the entire season must pay within 30 days of the start of the season. Failure to pay will constitute sufficient reason to deny future requests by those involved. If an individual cancels the use of a facility within 48 hours, the only charge will be for staff time or utilities incurred during preparation.
2. Any person, persons, or groups making application for use of a district facility shall reimburse USD 343 for any property damage to facilities or equipment by persons in the group.
3. If a facility is used when a custodian and/or food service worker is not normally on duty, or special personnel are requested, a fee will be assessed at the employee's hourly salary rate.
4. Usage fees are subject to change by Board of Education action.

Other:

1. The following organizations qualify to receive facility rental at no charge: Parent School Associations; Boy/Girls Scout Organizations; school reunions; booster clubs, 4-H and other Student Organizations as well as any club or organization designated by the superintendent.
2. Only the section of the facility indicated on the use of facilities form may be used. The person or persons signing the agreement for facility use shall assume responsibility for all persons entering the building regardless of whether or not they are members of their group.
3. Organizations using facilities must provide an adequate number of sponsors to supervise and to ensure proper care and use of the facility.
4. School employees may use the building for their personal use without a fee charge with prior approval of the building principal.
5. Ball fields and football non-light hourly use fee only applies to usage of two or more hours at one time.

**USD #343 Facility Use Fees
(Approved 4/12/10)**

PLHS	PLMS	PES	LES	Lecompton Int.	Highland	BOE	Grantville
High School Gym (New)	Gym (Henry Murphy)	Gym	Gym	Gym	Gym		
\$15 per hour	\$15 per hour	\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour		
Commons/Dining Area	Commons/Dining Area	Dining Area	Multipurpose Room				
\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour				
Kitchen (No equipment use)							
\$10 per hour							
(Additional fee for equipment use)							
Theatre (No PA system use)							
\$10 per hour							
Public Address System use							
\$10 per hour							
Classroom	Classroom	Classroom	Classroom			Meeting room	
\$5 per hour	\$5 per hour	\$5 per hour	\$5 per hour			\$5 per hour	
Multipurpose Building							
\$10 per hour							
Baseball Fields				Baseball Field		Baseball Field	
(\$500 summer group fee w/lights)				(\$500 summer group fee w/lights)		(\$500 summer group fee w/ lights)	
\$10 per hour w/o lights (2+ hrs.)				\$10 per hour w/o lights (2+ hrs.)		\$10 per hour w/o lights (2+ hrs.)	
\$20 per hour with lights				\$20 per hour with lights		\$20 per hour with lights	
Football/Soccer Fields							
\$10 per hour w/o lights (2+ hrs.)							
\$20 per hour with lights							

School district employees needed will have their fee determined by their hourly salary, possibly at overtime rate.

USE OF SCHOOL FACILITIES APPLICATION

USD #343 PERRY-LECOMPTON SCHOOL DISTRICT

This permit authorizes the use of the school facilities as listed. The person to whom this permit is issued agrees to accept responsibility for the care of the building, will comply with rules and regulations listed on the backside of this page, and the compliance with school board policy covering facility use by non-school groups. (Policy KG)

Person to Whom Issued: _____

Address: _____ Telephone #'s: 1.) _____ 2.) _____

Group/Organization Represented: _____

Purpose of Meeting/Activity: _____

Specific Facility/Room(s) Needed: _____

Equipment Needed: None Trashcan(s) Accessible Plug-in(s) Fan Broom/mop Other: _____

School Personnel Needed: _____

(be specific: i.e. custodial, maintenance, staff member)

Date and time for which the facilities are requested*: ****If requesting MULTIPLE dates, Please fill out the Use of Facilities Calendar Attachment.***

From _____ on _____, _____
Time Day of the week Date

To _____ on _____, _____
Time Day of the week Date

FEES WAIVED

Fees To Be Paid: _____ Hrs. @ \$ _____ \$ _____

Custodial Fee \$ _____

Equipment Operator Fee \$ _____

Other Fees \$ _____

Total Charges \$ _____

Group Representative

Date

Building Principal

Date

OFFICE USE: (For Notification Purposes)

_____ Custodian(s) _____ Maintenance

_____ Google calendar (heat/air)

Applicant agrees to the following:

1. USD #343 Perry-Lecompton School District will be held blameless in the event of an accident or lawsuit brought against the applicant by an injured party;
2. Reimbursement will be made to USD #343 Perry-Lecompton School District for any and all damages to the facility;
3. USD #343 Perry-Lecompton School District retains the right to revoke permission at any time if conditions or requirements are violated;
4. Application requests will not be approved unless all information is provided. **A new form must be submitted each year;**
5. Authorized use of facilities is not transferable to another organization or individual. Misuse of this policy will result in the privilege being revoked;
6. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all safety laws and regulations are followed:
7. The user may be required to provide the district with a certificate of insurance documenting adequate liability insurance coverage;
8. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or grounds. Tobacco use is prohibited in school buildings;
9. The user shall confine the use of facilities to the area or areas specified in the contract. Patrons or participants shall remain in the authorized area or room and not be allowed to roam the halls;
10. If the use of the facility is at a time when no custodian or other regular employee is on duty in the facility, a fee will be charged to cover this cost. This applies to all organizations, even those who are not charged a rental fee;
11. Organizations who apply for use of district facilities are expected to provide open and easy access to all district patrons who wish to participate in their activities.

ALL KEYS to the HCC gym must be picked up at the PLHS office on the day of the practice. (Unless prior arrangements have been made.) The key is to be dropped in the drop box once the practice is over and the building has been secured. You (the sponsor/coach) will be responsible for any and all keys that are checked out to you.