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.