

USD #343

Use of School Facilities for Non-school Events Guidelines

(Updated 5/11/20)

Availability:

1. District related functions shall have first priority. Dates for 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. Gymnasiums will only be available to rent for one weekend per month during the school year. (For all groups, not per group.)
7. 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 or electronic nicotine devices use is prohibited on school grounds.
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 14 days of use. 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. There is a \$20 refundable deposit on key fobs. Fobs are to be returned the next business day or a date agreed upon by administration. There is a \$10 per day late fee for fobs not returned on time. Fobs will be deactivated if not returned on-time. Keys fobs will only be active during the time of facility usage.
3. 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.
4. If a facility is used for a full-day (over 4 hours), or when special personnel are requested, a fee will be assessed at the rate of \$25 per hour.
5. Make checks payable to USD #343.
6. Usage fees are subject to change by Board of Education action.

Other:

1. The following organizations qualify to use facilities 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. 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.
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. 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. 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.
9. 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.
10. 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.
11. Organizations using facilities must provide an adequate number of sponsors to supervise and to ensure proper care and use of the facility.
12. School employees may use the building for their personal use without a fee charge with prior approval of the building principal. Employees are not allowed to grant access to friends or other groups.

| PLHS Gym | PLMS Gym | PES Gym | LES Gym | Lec. Int. Gym | HCC Gym |
|----------------------------|--------------------------|---------------------|-------------------------------|---------------------------|----------------|
| \$50 per hour | \$50 per hour | \$30 per hour | \$30 per hour | \$30 per hour | \$30 per hour |
| | | | | | |
| | | | | | |
| Commons/Dining Area | Multipurpose Room | Kitchen | Theatre (No PA system) | Athletic Fields | |
| \$30 per hour | \$30 per hour | \$30 per hour | \$30 per hour | \$30 per hour | |
| | | (*NO equipment use) | | \$50 per hour with lights | |
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*P-L ball association will not be charged a yearly fee, however teams who practice with the lights will pay \$20/hr. (Min. 1 hr.)

Group facility usage with less than 30% in-district participation will be charged twice the hourly rate, based on availability.

