

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 707

Section PROPERTY

Title USE OF SCHOOL FACILITIES

Adopted AUGUST 21, 1989

Last Revised MAY 19, 2020

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 707 USE OF SCHOOL FACILITIES</b></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes that District facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs of the District. When such facilities are not in use for these purposes, they may be made available to community or non-community-based organizations, subject to Board policies, administrative regulations and prevailing fee schedules. A fair and systematic procedure shall be established for handling requests and scheduling facility use.</p> <p>The guidelines and restrictions set forth in this policy and those appearing in the <i>Keystone Oaks Facilities Usage Application and Agreement (707-AR-1)</i> and the <i>Keystone Oaks Facilities Rental Fee Schedule (707-AR-2)</i>, are applicable to all user groups, except those which operate under separate contracts.</p> <p>With any organization, the Board reserves the right to enter into a rental/facilities usage contract using a separate fee schedule than what is outlined in this policy. Such contract will be developed by the Superintendent or designee and must be approved by the Board.</p>	
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**Section 2**

**Definitions**

**Facilities** include the interior of all school buildings, all exterior school property, and the stadium property.

**User Group Classifications**

**Class I** – Interscholastic athletic teams (as defined under Board Policy No. 123) and student groups, clubs, and other extracurricular activities (as defined under Board Policy No. 122) that are sponsored and approved by the Keystone Oaks School District Board of School Directors.

**Class II** – Board recognized parent faculty organizations or associations that are affiliated with individual schools in the District or booster organizations affiliated with a Class I user group.

**Class III** – A 501(c)(3) non-profit corporation, an unincorporated not-for-profit community-based group/organization or a for profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of *students* of the District. In order to qualify for Class III status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of students of the District.

**Class IV** – A 501(c)(3) non-profit corporation, an unincorporated not-for-profit community-based group/organization or a for profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of *residents* of the District. In order to qualify for Class IV status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of residents of the District.

**Class V** – All other individuals, organizations and groups not included in Class I, II, III or IV.

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**Section 3**

**Guidelines**

Use of school facilities by community and non-community-based organizations cannot interfere with the District's instructional or extracurricular programs. All organizations granted permission to use the District's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall provide police and/or security protection if so required by the District in its sole discretion.

**Application Process**

Applications for facility use must be submitted a minimum of ten (10) business days in advance. Facility use requests that do not fall within the specified timelines will be considered on a case by case basis. Longer application periods may be established by the District, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and facilities) and/or during peak activity periods. No request for use of a facility may be granted, and the District may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a completed application and complied with all of the other terms of this policy.

The District retains the right to reject any facilities usage requests for any reason.

All applications for use must be submitted to the Director of Buildings, Grounds, and Transportation. The application may be obtained on the District's website.

The Director of Building, Grounds, and Transportation will be responsible for approving permits for all facilities. The Director of Buildings, Grounds, and Transportation shall consult with appropriate District personnel to ensure availability of the space requested. The Director of Building, Grounds, and Transportation is responsible for ensuring that the proper custodial support is provided for the event and attach any necessary fees.

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Scheduling

In general, scheduling preference will be given to Class I groups with decreasing preference given to Class II, III, IV and V groups respectively.

Due to high demand and limited facilities, the District retains the right to schedule a group at an appropriate facility, even if it is not the requested facility, due to scheduling conflicts.

Additionally, the District may move a group to another appropriate District facility up to forty-eight (48) hours before a scheduled event. If fees have been paid for a specific facility, they will be refunded appropriately.

District facilities shall not be available for community use on such occasions or during such hours as would interfere with the regular educational programs within the District. Facilities will be made available in a way that minimizes costs of support staff.

The District reserves the right to restrict rental space within its facilities to certain times and areas. When schools are closed because of inclement weather, etc., any scheduled facility may be canceled, and any monies paid with respect thereto refunded unless the Director of Building, Grounds, and Transportation approves usage of the facility post-cancellation.

Fees

The organization requesting use of any District facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the *Keystone Oaks Facilities Rental Fee Schedule (707-AR-2)*. The District's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval by the Board.

Class I and II groups will not be charged any fees unless an employee, who is not regularly scheduled, must be present to ensure safety and/or the safe operation of certain equipment.

All Class III, IV and V facility use applicants are required to make a minimum security deposit of twenty percent (20%) of the rental fee upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10)

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days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

The security deposit and any prepayment will be applied against the total fees and expenses incurred by the applicant. The applicant will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the date of the District's invoice.

The District reserves the right to require that authorized school personnel be employed to operate District owned equipment. In addition, the District reserves the right to determine what additional school services or employees are required and the total cost shall be paid by the applicant.

Safety

At its discretion, the District may require applicants to carry and maintain comprehensive general liability insurance. The minimum coverage amount may vary depending upon the size, nature and location of the event and will be determined by the District before a permit is issued.

Each individual or group in all categories of this policy shall be required to sign an indemnification and hold harmless agreement as set forth in.

All student-oriented groups seeking use of school facilities must have adult sponsorship that includes one adult chaperone for every twenty (20) students. All children under the age of eighteen (18) must be accompanied by at least one adult at all times during which they are present in District facilities as a result of approval granted in accordance with this policy.

The District reserves the right to require that security be provided at the time the facilities are being used by an individual or group. In the event that the Board imposes this condition upon any individual's or group's use of facilities or properties,

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this requirement shall be brought to the attention of the requesting individual or group prior to execution of the contract, and shall be so stipulated in the contract. Any costs associated with such protection shall be paid by the individual or group using the facilities.

Prohibited Activities

The use of intoxicants, tobacco, narcotics, profane language, gambling or any other act or item prohibited under Board policy shall not be permitted on any District property at any time. Certain types of gambling are permitted if an organization has a small games of chance license issued by the state.

No refreshments or food may be brought into, consumed, or sold in District buildings, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using District facilities must abide by Board Policy regarding consumption of food on school property.

Pol. 209.1

**Section 4**

Delegation of Responsibility

The Superintendent shall designate administrative staff members to:

1. Establish and implement standardized procedures for handling requests for use of district facilities.
2. Establish and maintain an equitable set of fees and regulations governing the use of District facilities.
3. Refer to the Board of School Directors requests for use not addressed in the general criteria, for review and consideration by the Board.
4. Communicate this policy to individuals and groups requesting the use of District facilities, and to administrative personnel charged with its implementation.

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Revision History: August 18, 2005; March 19, 2001

References:

Board Policy – 209.1