

# 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

## I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

## II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

## III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.

B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.

C. Registration fees may be structured to include a pro rata portion of costs for custodial/cafeteria worker services that may be needed.

## IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES AND PROPERTY

A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

B. Requests for use of school facilities by community groups or individuals shall be made prior to using the facility. Building hours and staff on duty may determine the availability of the facility requested. Requests should be made through the online Facility use Form on the website ([www.desch.org](http://www.desch.org) (<http://www.desch.org>)) at least 48 hours before the event to allow time to set door locks and advise custodians of use. The procedures listed in Item VI below will be used as guidelines for community use of school facilities. Any questionable requests will be reviewed by the superintendent who may, at his/her discretion, seek Board approval.

C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. Any group or organization using school facilities at a fee-for-service basis shall have on file with the school district the appropriate forms for liability insurance which hold the district harmless and will put their insurance carrier as primary insurance for any resulting liability claims. The Board, at their annual organizational meeting, shall approve a rental fee schedule. This fee schedule shall be listed in this policy.

D. The school board expects members of the community and outside group or organizations who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

E. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

F. For safety and liability reasons, recreational vehicles are not permitted on any school property. This includes, but is not limited to, snowmobiles, four-wheelers, dirt bikes and motor bikes. Law enforcement will be contacted to help enforce this provision. The Superintendent of Schools may enter into agreements with governmental agencies to provide access through school district property.

G. Use of school district athletic fields requires prior approval.

H. The School Board has limited the use of facilities on Wednesday evenings.

Excerpt from Policy 580 – Wednesday Evening Activities:

### **GUIDELINES**

A. These guidelines apply:

1. from the first day of student attendance through the last day of student attendance each school year;
2. to all school district facilities and sites.
3. to all student activities whether school sponsored or independent;
4. to all students in grades kindergarten through twelve no matter what school district they attend;

B. Student activities will not be authorized on Wednesdays during these time frames:

1. grades kindergarten through grade eight after 6:00 pm;
2. grades nine through twelve after 6:30 pm.

Please see Policy 580 – Wednesday Evening Activities for more details.

### **V. USE OF SCHOOL EQUIPMENT**

All equipment items required when renting school district facilities (i.e., tables, chairs, microphones, etc.) should be listed on the rental agreement at time of submission. Questionable equipment requests made by staff will be decided by the building principal. Questionable equipment requests made by community members will be decided by the superintendent.

Use of kitchen equipment (including refrigerators) will require that all groups and individuals renting the kitchen pay for a Food Service worker to supervise the use of the equipment and clean up.

## **VI. GROUP CLASSIFICATIONS & RENTAL FEES**

Activities will be classified into the following categories and charged accordingly:

A. **FREE USE.** No abnormal demands may be made on custodial staff and use is restricted to Monday through Friday when custodial staff is regularly on duty, unless other arrangements are made.

1. School teams - A coach hired by Dover-Eyota Public Schools forms a team composed only of individuals from our district, game and practice schedule set up by Activities Director or Community Education Coordinator, transportation to and from events by Dover-Eyota Public School busses, within the team's season of play.
2. Open Gyms for all kids and all activities - Open gyms sponsored by Community Education or the Athletic Department will be free to students when the supervisor is a volunteer and not paid. If a supervisor is paid to run the open gym, students will pay \$1 per time and it will be posted as such. Adults will always pay \$2 per person, per time for open gyms. The supervisors must be trained in security and safety procedures, pass a background check, and commit to the designated time.
3. Summer league teams/groups composed only of individuals from our district, coached and/or organized by a member of our varsity coaching staff (Grades 9-12) with team members being at the A & B level (Grades 9-12).
4. Non-profit organizations with financial ties to the school district (i.e., Parents And Teachers Together, Post Prom Committee, Dover-Eyota Music Association, Dover-Eyota Eagles Foundation, etc.)
5. Public school-related organizations for youth and adults. Local meetings of Boy/Girls Scouts, 4-H.
6. Educational functions of the school. Curricular, co-curricular, extra-curricular, and Community Education classes sponsored by the district.
7. Meetings of district school organizations. District committees or other district or school affiliated organizations or activities.
8. Organizations in which the school district is a member and dues are paid from district funds.
9. Local, state, and national elections.
10. City Park and Recreation Department programs and activities covered by a joint power agreement.
11. Grandfathered groups such as the Rochester Youth Soccer Association, when they only use available green space (indoor use falls under VI.B.)

### **B. PAID FEE USE FOR INDOOR AREAS FOR PRACTICES/GAMES/CLINIC/ETC.**

A fee will be assessed which will cover some of the costs associated with processing and issuing a use permit and other administrative costs.

The following fees will be assessed effective July 1, 2016, and are to be paid prior to the event for each area used (i.e., gymnasium, multi-purpose room, etc.):

Up to 1.5 Hrs --- \$20 Up to 3 Hrs --- \$40 Up to 4.5 Hours --- \$60

4.5-full day -- \$100 EL gym, \$200 HS Gym, \$50 Multi-Purpose Room, \$100 Commons

**Additional Custodian Charges (2-hour minimum) @ \$28 per hour may apply.**

1. Any non-school teams that do not fall under VI-A1 or A2 are charged for indoor use. (Examples - JO Volleyball, Whitewater Baseball, Travelling Baseball, Storm Softball, AAU BB teams, Pacesetter Teams, etc.)
2. Any city, county, or national government function/activity.
3. Community agencies. Red Cross classes.
4. Church sponsored student activity groups.
5. All programs sponsored by the district and a post-secondary technical college, community college, or university.
6. City Park and Recreation Department programs and activities not covered by a joint power agreement.

**C. RENTAL FEE USE - Fee is the district rental fee as set by the Dover-Eyota School Board.**

1. District employees/residents who sponsor or supervise an activity that has not been approved by the Superintendent or his/her designee as a regular school day or evening activity.
2. Non-school district professional organizations of which employees may be members.
3. Community-based organizations holding area meetings involving groups outside of the community.
4. Fundraising events sponsored by non-profit community-based organizations that are not affiliated with the school district.
5. Any programs or activities sponsored solely by a post-secondary technical college or university.
6. Area or national conventions for any organizations, including politically affiliated groups.
7. Religious, sectarian or similar groups. Non-public schools, extra-curricular activities not sponsored by the district.

**VII. PRIORITIES FOR RENTAL USE**

A. the use of school district facilities will be based on the number of people involved, the date the application was received, and the following categories listed in priority order:

1. educational functions of the school;
2. public school related activities;
3. public school related organizations;
4. City Park and Recreation Department;

5. non-educational activities and organizations.

B. It is understood that the approval of a facility use can be revoked if the facilities are needed by Community Education or another school group. All attempts will be made to avoid such a situation and this will only happen if absolutely necessary to do so.

C. Applications for use permits that involve exceptions will be referred to the Superintendent.

D. Any group or organization using school facilities at a fee-for-service basis shall have on file with the district the appropriate forms for liability insurance which hold the district harmless and will put their insurance carrier as primary insurance for any resulting liability claims.

## VIII. CONDITIONS FOR USE

A. Supervisor/Applicant Duties:

1. It is the expectation that all activities within school district buildings would be supervised by a district paid employee, or a non-employee who has been given authority to supervise. That individual would receive proper training in accessing the building (alarm system) and know how to correctly respond in case of an emergency (fire alarm, etc.)

2. If the supervisor/applicant is responsible for disarming the alarm system, they must arrive at the facility 15 minutes before the event when the doors unlock.

3. The supervisor/applicant must remain in the area being used throughout the entire rental/use period. If he/she is not in the area the entire time, there may be a loss of supervisory privileges and the rental agreement may be voided.

4. The supervisor/applicant is responsible to stay in the facility until the last person has left or has been picked up.

5. The supervisor/applicant is responsible to make certain the area used has been left as it was found when entering the building. Any items moved for participation must be moved back before leaving the facility. Should the district require extra time to clean up or rearrange things after use, the group will no longer be allowed access.

6. The supervisor/applicant will assure that the building is secure when he/she vacates the building.

B. Attendees are not allowed to use shower or locker room facilities at any open gym site or other rental events unless specified in the rental agreement.

C. The concession stands fall under the Food & Nutrition Department and must follow county health department rules. Therefore, no foods prepared at home shall be allowed to be served in the designated concession stands or designated kitchen facilities of the school district. Details can be found in Policy 910 – Food From Home.

D. The school district reserves the right to cancel or change dates in the event the facilities are needed for school and/or Community Education activities.

E. It is a requirement that all problems or accidents **MUST** be reported to District Office within 24 hours.

F. Use of alcoholic beverages, mood-altering drugs, and smoking is prohibited.

G. Use of "open flame" or candles is not permitted.

H. No food or beverages are permitted anywhere in the buildings except in the cafeteria/commons/gymnasium. This means no food or drink is allowed in the Auditorium, Media Centers, and Computer Labs in any building.

I. Hot plates/crock pots/cookers of any kind are not allowed unless they have a three-prong, grounded plug. The school district reserves the right to close down any event, with or without a facility use permit, where unapproved equipment is being used.

J. In case of a fire alarm, it is the responsibility of the individual/group renting the facility to make certain the building is immediately evacuated. Failure to do so may result in denying future use of the facilities and/or fines by governmental organizations.

K. A custodian must be on duty during all community fundraising events and paid rental of the facilities.

L. There is no charge for custodial services during the time that they would normally be on duty; however, all groups/individuals renting the facility will be assessed when a custodian and/or Food Service worker is required to be on duty outside of their normal work hours during the event, for additional setup before the event, or for additional clean up after the event.

M. The individual or group renting the facilities will be assessed for additional cleanup time required by custodians or food service staff at the per-hour fee set by the School Board, with a 2-hour minimum.

N. Rooms and equipment are left the way you found them.

O. All pre-school or school-age children must be supervised at all times and stay in the area reserved.

P. It is a requirement that all damages be reported to the District Office.

Q. The applicant is liable for any damage to equipment or facilities.

R. The applicant is responsible for liability that may be caused by personal injury.

S. If a district employee rents the facilities, that district employee must at all times be in the area of the building being used.

T. Base rental charges do not include custodian overtime.

U. Use of the Athletic Complex (track and turf facilities) requires an additional signed conditional use form.

#### **IX. GENERAL COMMENTS IN REGARD TO USE OF FOOD SERVICE FACILITIES**

A. All food served from the kitchen must be prepared on site or by a licensed food vendor.

B. Cafeteria rental does not include the kitchen and/or serving area unless specifically included in the contract.

- C. Kitchen facilities cannot be utilized without the written approval of the School Food Service Director.
- D. If any of the school dishes, machines, or equipment is to be used, a member of the Food Service staff must be employed to supervise the use of the equipment and clean up.
- E. The kitchen and all equipment must be left clean and in the exact order in which it was found.
- F. A catered meal or banquet can be served in the school district cafeteria. A school district kitchen facility is not available to serve catered meals without the written approval of the school Food & Nutrition Director.
- G. A potluck dinner can be served in a school district cafeteria. A school district kitchen facility is not available to serve potluck meals due to the Department of Health's regulations.
- H. All deliveries of food and/or supplies to the school kitchen for either school sponsored or community activities must be approved by the school Food & Nutrition Director.

**X. BUILDING RENTAL RATES**

- A. The school district reserves the right to deny the facilities to any individual or group.
- B. Groups and individuals may use the high school indoor concession stand refrigerator and sink at no charge, rather than renting the kitchen facilities.
- C. A 10% fuel surcharge will be added to building rental rates from November through March.
- D. There are two categories to determine building rental rates: District and Non-District. "District" would include individuals/groups within the school district which may contain some out-of-district participants. "Non-District" would include any individuals/groups outside of the school district seeking building use.
- E. The following rates are effective:

	District per day	Non-District per day
EL gym/Multi-Purpose	\$100	\$190
EL Kitchen (plus Cook charge)	\$ 75	\$175
HS Commons	\$100	\$150
HS Kitchen (plus Cook charge)	\$100	\$200
HS Gym	\$200	\$390
HS Auditorium (a light/sound person may also be required depending on the extensive need of this equipment)	\$150 1st Hr & \$50 per hour thereafter	\$300 1st Hr & \$100 per hour thereafter
HS Multi-Purpose Room/Media Ctr	\$50	\$100
Dover Gym	\$50	\$100

All classrooms (per room)	\$20	\$40
Ball Fields (baseball, softball, soccer & grassy areas) (Ball fields are only lined for games, not practices. If field needs to be dragged or lined, it must be indicated so on the facility use request.)	No charge	\$25 per hour/ per field
Athletic Complex (track & turf facilities) Plus any cleanup/repair time by buildings and ground staff, signed copy of field usage rules, and proof of liability insurance.	\$70 per hour	\$70 per hour
Custodian Charge (2-hour minimum)	\$30 per hour	\$30 per hour
Cook Charge (2-hour minimum)	\$30 per hour	\$30 per hour
Lighting/Sound Technician (2-hour minimum)	\$30 per hour	\$30 per hour
Deposit	Not applicable	\$250

Cross References:

Dover-Eyota Public Schools Policy 580 – Wednesday Evening Activities

(<http://www.rschooldtoday.com/school401/FCK/File/2013%20May%20-%20580NEW%20%20Wednesday%20Evening%20Activities.pdf>)

Dover-Eyota Public Schools Policy 801 (Equal Access to Facilities of Secondary Schools)

Dover-Eyota Public Schools Policy 910 – Food From Home

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