

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

COMMUNITY USE OF SCHOOL BUILDINGS AND FACILITIES CODE KF-R&P 1

School facilities are designed primarily for school purposes and school-related activities, but they may also be used for meetings of students, employees, school-affiliated organizations (i.e., PTO and Booster Clubs), community groups, other organizations and commercial groups. Board approval is required for use of facilities by commercial groups.

A. General Guidelines:

1. The use of school facilities will be under the general supervision of the Director of Buildings and Grounds and the Superintendent of Schools.
2. Arrangements for the use of school facilities by groups will be conducted by school administrators. The building administrator shall be responsible for maintaining proper relationships with those organizations and to conduct all of the business arrangements. The building administrator or designee must be on duty at all times when a school building is being used by outside organizations.
3. Any organization using school property shall, in writing, indemnify and save harmless the School Board, the individual members thereof and any officials or employees, of and from any loss, damage, liability, or expense that may arise during, or be caused in any way, by such use or occupancy of school property. In the event property loss is incurred, the outside organization shall be billed for the damages. A Certificate of Insurance naming the Shaker Regional School District as an additional insured shall be provided prior to use of facilities. Such agreement shall be signed by an officer of the organization and provided to the District prior to use of the facilities.
4. When one of the following conditions exist, the building administrator shall confer with the Superintendent of Schools before making a decision regarding the use of the facility:
 - a. The using organization's purpose and objectives are not clearly identified, or
 - b. The program or its participants may cause unusual public concern or disturbance, or
 - c. There is questionable use in terms of the guidelines within this regulation.
5. Continual use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the School Board for expenses. If the facility is being misused by any organization, it is the duty of the principal to point out the problem to the organization so that misuses will be stopped. Continued misuse could lead to a denial of further use of school facilities.
6. When an organization requests the use of school facilities, they may be required to submit additional information on the purpose and objectives of the organization and on the purpose of the requested use of facilities.

B. Types of Groups Authorized to Use School Facilities

1. Type A
 - a. School Board sponsored meetings and activities including school sponsored activities.

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- b. Branch or local meetings of approved local, state, national, and international professional education associations.
- c. Activities sponsored by the Belmont and Canterbury Recreation Departments. These Recreation Departments shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
- d. School Board classified employee associations.
- e. School PTO groups and related parent groups.
- f. 4-H Clubs, Boys Scouts, and Girls Scouts.
- g. Classes for credit supported by or requested by officials of the Shaker Regional School District.
- h. Election polling places.

Type A organizations will have free use of the facilities, except for activities which are associated with fund raising. In the case of fund raising, only additional supervisory and/or custodial operations will be charged.

2. Type B

- a. Charitable and civic organizations.
- b. Community service organizations.
- c. Organizations which sponsor activities which in the judgment of the Superintendent of Schools will play a significant role in community development and/or are of educational benefit to the community.
- d. Other governmental units for the purpose of conducting business meetings.

Type B organizations will normally not be charged for the use of school facilities unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the schools be reimbursed for special services. When meetings are held outside of the normal operating hours of the school, charges will be made for custodial and other personnel required for the meeting. In the case of fund raising by Type B organizations, the standard rental fee will be above the normal service.

3. Type C

- a. Outside organizations which sponsor recreational and entertainment programs such as films, dramas, shows, etc., where admission is charged or where the main purpose is fund raising.
- b. Any organization which does not qualify for Type A or Type B.
- c. Athletic Camps, unless sponsored by the Shaker Regional School District.

Type C organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload.

C. Limitations of Use

- 1. Board policy mandates that groups using school facilities will be consistent with the school's mission, and shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restrictive by reason of race, creed, or color.
- 2. The use of alcoholic beverages in school buildings or on school grounds is prohibited.

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3. Gambling (bingo, raffles, lotteries) is prohibited in school facilities unless a license is secured.
4. Smoking is not permitted in any school facility or on school property.
5. School facilities shall be used for dances only by public school groups.
6. School buildings shall not be used for parties and celebrations that are essentially private.
7. There shall be no temporary or permanent signs, banners, pennants or the like placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the school or school PTO. Groups using the schools may place temporary identification signs on school grounds only during the actual hours school is used. At the conclusion of the use of the school, the group must remove the signs.
8. The use of the building by an outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of any school equipment is specifically prohibited unless prior approval had been received from the building administrator. If the school rents or furnishes any equipment technically difficult to operate, someone who is connected with the school and who has knowledge of such equipment must operate it. Salary for such services will be charged to the user group. School pianos shall not be moved without permission of the school administrator.
9. The hours of use by outside organizations shall be normally restricted to the period from one hour after the school day ends to 10:00 p.m. on weekdays and on Saturdays and Sundays from noon to 10:00 p.m. In some instances there may be deviations from these hours permitted by the building administrators if such deviations will in no way limit or restrict the school instructional program. Buildings must be evacuated promptly at specified times.
10. All use of schools by outside groups shall be automatically canceled when schools must be closed due to inclement weather or other conditions. Payments made will be returned under these circumstances.
11. An applicant group may cancel its permit without penalty if notice is given to the building administrator a minimum of 24 hours in advance
12. No enterprise, function, or activity which promotes any commercial product or results in private profit or commercial gain for any business enterprise can be conducted on school property.
13. It may be necessary for organizations to employ security personnel for certain types of programs. School administrators will determine the need for security personnel.
14. The use of kitchens and kitchen equipment shall be limited to school and school connected or related functions. These facilities are not available for rental to non-school organizations; arrangements for the use of kitchens may be made through the school principal and the food services director. Only District cafeteria employees shall be allowed to use cafeteria equipment.
15. Flammable materials cannot be used in places of assembly.
16. In no case can a permit be transferred from one group to another.
17. All use of school facilities shall comply with all state and local fire, health, safety, and police regulations.

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D. Fee Structure

1. General Provisions

- a. All Type C organizations will be charged rental and fees if they use a facility on a holiday, Sunday, or a Saturday in schools which are normally closed.
- b. An organization will be charged at the rate of \$25 per hour for each assigned maintenance employee.
- c. An organization will be charged at the rate of \$25 per hour for assigned cafeteria managers. Kitchens cannot be used to compete with private business.
- d. An organization will be charged an appropriate fee for other personnel required for security, supervisory assistance and special services.

2. Rental Fees/Hourly Charges for Facilities

- a. Per Hour Charge Per Facility
Auditorium & Gymnasium: \$100.00 per hour
Classrooms: \$25.00 per hour
Classrooms with Equipment: \$50.00 per hour
- b. Fees for the rental of grounds will be determined by the principal in consultation with the Superintendent of Schools.
- c. Applications and rental fees for district-wide facilities will be handled by the Superintendent of Schools or his designate.

E. Application and Financial Procedures

1. Applications

- a. Any organization wishing to use school property shall complete a Shaker Regional School District Use of Facilities Form.
- b. Organizations holding regular meetings throughout the year need file only one application at the beginning of the year. However, special events sponsored by such organizations must be covered by separate applications whenever they occur.