



Book	Administrative Guideline Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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7510A - **USE OF DISTRICT FACILITIES**

Applications

Any individual or non-school sponsored group desiring to use District facilities shall complete an application (Form 7510 F1) and submit it to the Building Principal, Activities Director and/or PAC Director as applicable for approval.

- A. Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of \$100.00 or an amount equal to twenty-five percent (25%) of the estimated fee, whichever is greater.
- B. The Building Principal, Activities Director, and/or PAC Director shall clear each application with respect to date, time, and other arrangements and will approve or deny the use of school facilities on the basis of Board policy.
- C. Charges for school personnel shall be based on the appropriate rate of pay and benefits for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use
- D. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Building Principal, Activities Director, and/or PAC Director **with or without due notice**. All approvals are to be granted with this understanding. The deposit is refundable when forty-eight (48) hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- E. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permission to use District facilities for unlawful purposes, if the use would interfere with use for school purposes, by school-related groups, or for school-related functions, or if the use by a particular group is likely to be construed by the public as the district's or school's endorsement or approval of a particular message.

Liability/Insurance/Damages

- A. The District has liability insurance that covers only the school district. Facility-use applicants shall be required to provide proof of insurance. Proof of insurance must include comprehensive, general liability, policy limits of not less than \$1,000,000 single limit per occurrence for bodily injury, and property damage that names the "School District of Monroe" as "Additional Insured". The certificate of "additional insured" shall be sent to the Director of

Buildings and Grounds a minimum of fifteen (15) days PRIOR to the scheduled facility use.

- B. Individuals or groups using District facilities or premises shall agree to indemnify, save and hold free and harmless, the School District of Monroe, its officers, agents, and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents, or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with, or attributable to rental, use and occupancy of the School District of Monroe facilities and equipment.
- C. Users shall be liable to the School District of Monroe for any expenses incurred as the result of damage to school property over and above normal wear. Users who fail to reimburse the District for damage to school property shall be denied future use of school facilities. The District will not be responsible for a loss of property on the part of groups/organizations, or individuals using school facilities, nor for personal injury incurred while on school property. Users are expected to provide proper supervision to avoid such losses and injuries and to carry appropriate insurance protection against such contingencies.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation.
- C. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- D. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the Building Principal.
- E. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- F. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- G. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Building Principal, Activities Director, and/or PAC Director.
- I. Use of stages, furniture, and equipment must be arranged for in advance.
- J. Building will normally be open one (1) hour prior to the activity and for one (1) hours after its scheduled end, unless other arrangements are requested on the application and approved.
- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. A school custodian shall be on duty whenever a facility is being used except as exempted by the Building Principal, Activities Director, and/or PAC Director. The custodian will render custodial assistance in handling furniture and equipment, and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- M. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- N. Responsibility for enforcement of rules and regulation concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

- O. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- P. The District will not be responsible for any loss of valuables or personal property.
- Q. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- R. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

FEE FOR USE OF DISTRICT BUILDINGS

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- A. The use of District facilities (excluding the Performing Arts Center and MMS Auditorium) by any community-based, nonprofit group that otherwise meets the criteria for use of District facilities shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employees fees and for any police fees.
- B. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

Elementary/Middle Schools	Charges
All-Purpose Room	\$50/day
Gymnasium	\$50/day
Locker Rooms	\$50/day
Auditorium	See rates
Lunchroom	\$50/day
Lunchroom and Kitchen, with food served (School lunchroom worker's presence required, at established rate)	\$150/day
Lunchroom and Kitchen, with meal prepared (School lunchroom worker's presence required at established rate)	\$250/day
Library/LMC, or Teachers' Lounge	\$75/day
 High School	 Charges
Auditorium	see PAC rates
Locker Rooms	\$50/day
Athletic Field	\$100/day
Gymnasium	\$100/day
Lunchroom	\$50/day
Lunchroom and Kitchen, with food served (School lunchroom worker's presence required, at established rate)	\$150/day

Lunchroom and Kitchen, with meal prepared \$250/day
(School lunchroom worker's presence required at established rate)

Library/LMC or Teachers' Lounge \$75/day

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