

DODGELAND SCHOOL DISTRICT
Board Policy Manual

830 - Rule

PROCEDURES FOR USE OF SCHOOL FACILITIES

USE CLASSIFICATIONS

School Activities: District student curricular and extracurricular activities and District supported staff activities have priority access to school facilities during and after school hours. Any specially scheduled activities may be canceled or modified to accommodate school activities.

Non-School Activities: For non-school activities, classifications are based on the locale of groups and individuals, their non-profit or profit status and the assessed low or high impact on the facilities to be used.

- **Resident Non-Profit:** Facility use is free of rent during times when the school is regularly opened. Special assessments will be charged when the school is otherwise closed if it is necessary to provide staff for opening/closing, facility security, or special services (e.g., set-up and clean-up).
- **Non-Resident Non-Profit:** A rental fee based on the District's facility Rental Fee Schedule will be applied. Special assessments will be charged when the school is otherwise closed if it is necessary to provide staff for opening/closing, facility security, or special services (e.g., set-up and clean-up).
- **Resident Profit:** A rental fee based on the District's facility Rental Fee Schedule will be applied. Special assessments will be charged when the school is otherwise closed if it is necessary to provide staff for opening/closing, facility security, or special services (e.g., set-up and clean-up).
- **Non-Resident Profit and High Impact:** A rental fee based on the District's facility Rental Fee Schedule will be applied. Special assessments will be charged when the school is otherwise closed if it is necessary to provide staff for opening/closing, facility security, or special services (e.g., set-up and clean-up). Events that are determined to result in an increased amount of wear and tear on the facilities, including a substantial increase in the use of the utilities, shall be charged a higher rental fee.

APPLICATION PROCEDURES

1. All non-school individuals or groups requesting to use District facilities are required to complete the appropriate facilities use application/agreement form and submit the form to the District Office at least 48 hours prior to the event.
 - a. Non-school organizations, groups or individuals requesting use of school facilities for recreational activities, other than gymnastics or weight training, will be required to complete and sign the "Recreational Use of Facilities Application/Agreement." "Recreational activities" are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity.
 - b. Non-school organizations, groups or individuals requesting use of gymnastics equipment or weight training facilities or equipment, or requesting use of school facilities for activities other than recreational activities as defined above will be required to complete and sign the general "Application for Use of School Facility" form.
2. The District Administrator will determine whether the application is approvable and what fees, if any, are applicable.

3. The District Administrator will consult with the Athletic Director as to the availability of suitable facilities and staff for the date and purpose of the application. Principals are directly responsible for scheduling their facilities when school is in session and are responsible for coordinating with the District Office the use of their facilities when school is not in session. Coordination includes responsibility for the special arrangements necessary to conduct approved activities.
4. Upon determining that the requested facility is available or not available the District Administrator will provide notification to the applicant and principal as soon as possible.
5. Groups using the facilities on a continuing or regular basis may submit an application for the entire year. All such applications shall expire annually on July 1.

GENERAL PROVISIONS

1. An approved and signed application for facilities use shall serve as a written agreement governing the facilities use. The requestor is subsequently referred to as the "user."
2. Users shall agree to indemnify the District for any and all damage by a person or persons attending the activity and indemnify the school against any and all liability and any and all damages to any person or persons. Annually, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity.
3. Building principals or designees will be responsible for facility opening/closing and facility security whenever school facilities are in use.
 - a. When the school is otherwise closed a special assessment will be charged to the user for facility opening/closing or facility security.
4. Furniture, supplies or equipment needs must be requested when submitting the application. The District Administrator will determine extra rental fees, if any, for use of furniture, supplies and equipment. A special assessment will be charged for special set ups or clean ups as necessary for a particular activity.
5. Users are expected to furnish their own expendable supplies (e.g., computer paper).
6. Users shall reimburse the District for the cost of any snow removal and/or salt that is required on a non-student contact day. (Estimated cost: \$900.00)
7. Users are responsible for providing competent and adequate supervision for all participants and activities, including sufficient adult supervision as determined by the District Administrator.
8. Users are responsible for assuring that participants comply with all applicable conduct expectations in accordance with state and federal laws, local and state ordinances, Board policies and district procedures. Prohibited conduct includes, but is not limited to, the following:
 - a) Use of tobacco products is prohibited on District premises, including all buildings and grounds.
 - b) The possession or use of alcoholic beverages or illegal controlled substances is prohibited on District premises. Persons under the influence of alcohol or controlled substances are not permitted on District premises.
 - c) Firearms or other weapons of any type, concealed or unconcealed, are prohibited on District property. The only exceptions are law enforcement officers on or off duty and where state law

prohibits a school district from restricting an individual's right to possess a firearm or other weapon on District premises.

9. Any user that does not comply with these regulations may be denied future use of school district facilities.

PROVISIONS FOR SCHOOL KITCHEN USE

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards. These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. To insure that the standards are met, food service personnel must be on duty when the school kitchen is used.
2. Cost for District food service staff assigned by the District shall be borne by the user group. Rates shall be based on no less than one-hour increments of work.
3. Food service equipment shall always be operated by District personnel.
4. If a kitchen is not used (all serving and other equipment is set-up in dining areas), no food service personnel will need to be employed. If kitchen equipment is requested (e.g., carts, tables, portable service), the user group should contact the District Office about availability and rental cost(s).
5. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the kitchen's dishwashing area (not the dishwasher). Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

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