

Code: **FM**
Adopted: Feb. 12, 2004
Revised: Dec. 8, 2011

Use of School District Facilities

The Board of Trustees, realizing that the schools of Lincoln County School District belong to the people, establishes this policy to encourage the use of district facilities for appropriate educational and community activities.

- 1) The following priorities are to be used as a guide to scheduling:
 - a. First priority for use of facilities will be for all regular school programs and activities.
 - b. Second priority will be for adult education programs and activities.
 - c. Third priority will be for programs and activities from community groups.

- 2) Community groups using any indoor or outdoor district facilities will be subject to the following rules and procedures:
 - a. Site administrators are responsible for the scheduling of their respective building and grounds. This will be done by written application by the organization or person(s) wishing to use the facilities in advance of the event. (See District Form: Facility Use Request and Agreement)
 - b. The Superintendent and site administrator has the right to grant or refuse the use of school facilities to any applicants and to charge for reasonable expenses. (See Fee Schedule)
 - c. Reservations are made on a school year basis. Preliminary reservation requests will be accepted until June 1 for the following school year. No summer time reservations will be allowed to conflict with custodial and maintenance planned summer projects. The schedule will be confirmed in August after the school district has started school. The yearlong schedule will be finalized in September after which additional reservation requests will be accepted and scheduled if the requested dates are available.
 - d. At the discretion of the site administrator, a district representative will be in attendance at all scheduled activities to monitor and protect district property.
 - e. A refundable deposit of two hundred fifty (250) dollars is required in advance of usage. Grounds, buildings, equipment, etc., must be left clean and free from damage. If extra cleaning by the LCSD custodian is required after the renting organization has left, a charge of \$ 15.00 per hour cleaned will be deducted from the refundable deposit. The group or individual using the facility will be held responsible for all expenses related to cleanup and repairs resulting from their use.

- f. Scheduled activities may be canceled by the site administrator or the district administration if special conditions warrant.
- g. Groups or individuals using district facilities will be responsible to follow all district rules, state and local laws, fire regulations, etc.
- h. The sale or consumption of alcoholic beverages is expressly prohibited on or in district facilities or properties.
- i. Tobacco use is not permitted on or in district properties or facilities.
- j. Equipment and other properties shall not be brought into or onto district facilities without prior approval of the site administrator.
- j. No district facilities shall be used for dances, other than those sponsored by school groups unless approved by the superintendent of schools and/ or site administrator.
- k. No posters or other materials are to be posted on school grounds without prior approval.
- l. Props, backdrops, etc., may only be hung in a safe manner according to the intended use of stage rigging and stage sets. No objects are to be fastened to the stage curtains or sprinkler pipes. Only personnel that are authorized by the site administrator can use audio, video, and/or lighting equipment. The site administrator will ensure the safety of all scenery, props, equipment, etc., and require the removal of the unsafe material or modifications to satisfy safety needs.
- m. All adhesive tape used in school facilities will be approved by the site administrator. Only gaffers or spike tapes, approved by the site administrator or Glow tape approved by the Technical Director shall be applied to wooden stage floors. Duct tape is not allowed in the NCMC auditorium at any time.
- n. Applicants requesting the use of district facilities shall be responsible for control of those in attendance at their activity wherever they may be located on district property (e.g., parking lots, athletic fields, buildings). Children are to be supervised at all times. If the site administrator observes non-supervised children causing problems, the rental agreement may be canceled and the renting organization asked to leave with forfeiture of deposit.
- o. District employees wishing to use facilities for student activities shall clear the extracurricular activity with the site administrator. Approval of such request will depend upon the activity being in keeping with educational practices.
- p. Political meetings are permitted. No discrimination may be displayed toward any political party.

q. All properties not belonging to the school system must be removed within 24 hours of the conclusion of the activity, unless other arrangements have been made, or such property will be disposed of by the school district at the individual's expense or forfeiture of deposit. Food utensils left in any food service area must be removed within 24 hours.

r. Use of district facilities may be subject to charge based on the current Building Rental Fee Schedule below:

BUILDING RENTAL FEE SCHEDULE

<u>FACILITY</u>	<u>RENTAL FEE</u>
Classrooms	\$ 25.00
Gymnasiums	\$ 25.00
Multipurpose Areas	\$ 25.00
Kitchen*	\$ 50.00
Auditorium	\$ 50.00
Microphones	\$ 5.00 per mic per day
Outside athletic event areas	\$ 25.00
Other	Determined by site administrator

Note: The Board, Superintendent, or site administrator may, at their discretion, waive rental fees for certain public groups, agencies, and individuals sponsoring programs for the benefit of the public. Rental fees will be waived for school clubs, civic and charitable organizations.

*Organizations, groups or individuals that use the kitchen facilities within the schools will be charged at the hourly rate for the district employee who monitors, or directly supervises the kitchen.

END OF POLICY

Legal Reference(s):

LINCOLN COUNTY SCHOOL DISTRICT
BUILDING REQUEST AND/OR COMMUNITY USE

REASON FOR USE: _____

RESPONSIBLE PERSON(S): _____

ADDRESS: _____

Street / Box # Town State Zip Phone #

BUILDING AND LOCATION: _____

START DATE/TIME: _____

ENDING DATE/TIME: _____

DEPOSIT REQUIRED? Yes No \$250.00 DEPOSIT PAID? Yes No Not Applicable

SCHOOL DISTRICT EMPLOYEE ASSIGNED (If Applicable) _____

<u>FACILITIES</u>	<u>RENTAL FEE</u>	<u>PAID</u>	<u>NOTES</u>
Classrooms	\$ 25.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Gymnasiums	\$ 25.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Multipurpose Areas	\$ 25.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Kitchen	\$ 50.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Auditorium	\$ 50.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Microphones	\$ 5.00 (per mic per day)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Outside athletic event areas	\$ 25.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other \$ _____	Determined by site admin	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

PRE-FACILITY USE INSPECTION: Completed Yes No (All Pre-Existing Facility Conditions of Concern Must Be Noted)

Acknowledgement of Policy Obligations and Conditions: (Provide a copy of the LCSD "Use of School District Facilities" Policy)___

I have read the policy requirements concerning use of facilities of the Lincoln County School District and agree to comply with the conditions listed, and I assume accountability and liability for any accidents, damages, or loss while the facility is under my responsibility.

Signature Requirement:

SIGNED: _____

(All responsible parties must sign)

DATE: _____

Responsible person(s) must be in attendance AT ALL TIMES.

APPROVAL OF SITE ADMINISTRATOR: _____
Signature Date

APPROVAL OF SUPERINTENDENT: _____
Signature Date

ABSOLUTELY NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED ON PREMISES

(Revised 12/08/11)