

COMMUNITY USE OF SCHOOL FACILITIES

The public schools belong to the people of the school district and since plant facilities are established, maintained, and operated by funds largely provided by local taxes, the school board accepts the responsibility for making the public school facilities of Garretson School District #49-4 available to the community for appropriate activities, which do not infringe upon or interfere with the conduct and best interest of the school system. The school board may rent or grant the use of school facilities or any land belonging to the school district for any purpose as a community service, provided that such use shall not interfere with school activities.

1. GRANTING OF APPROVAL:

- A. The superintendent is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants.
- B. The school board, the superintendent, or designee is authorized to revoke any such permit, without liability to the school district, should such action be necessary or desirable.
- C. Persons or organizations requesting to use a school facility that are subject to a facility charge (see Section 9) must complete a Facility Use Application. This document will be available in the business office during normal business hours. No facility shall be reserved until an application and proof of insurance have been submitted to the business office and approved by the school district administration.

2. PERMITTED USES:

Permission for use of facilities may be granted to those groups whose activities are related to education or are of a political, cultural, religious, or recreational nature, and are considered to be beneficial to the communities served by the Garretson Schools. In the event that an emergency requires the use of a facility for a school event or the cancellation of an event due to adverse weather, the superintendent or designee is authorized to cancel or postpone the use granted without penalty to the school district. Under such conditions every effort will be made to reschedule the use for a mutually satisfactory time.

3. LIMITATIONS AND RESTRICTIONS ON USE OF FACILITIES:

Permission will not be granted to any individual or group for:

- A. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- B. Any activity that may violate good morals, manners, or taste or be injurious to the buildings, grounds, or equipment.
- C. Any purpose in conflict with school activities.
- D. Activities which are discriminatory in the legal sense.
- E. Public school buildings and classroom equipment may not be used for private teaching for which a tuition charge is made either by staff members employed by the school district or by any other outside agencies or persons, unless specifically authorized by the school board.
- F. Activities which may result in damage to a facility or its equipment.

4. ALCOHOL/TOBACCO USE:

- A. The sale, possession, or use of alcoholic beverages will not be allowed in any school facilities or on any school property at any time.
- B. The illicit use of any legally controlled substance shall be prohibited; nor will anyone who is deemed by the superintendent to be under the influence of such substances be allowed on the premises.
- C. The use of all tobacco products is forbidden in all school buildings and in all school vehicles and on all school property.

D. This policy applies to all persons regardless of ages and regardless of whether they may legally use the products.

5. USE OF SCHOOL EQUIPMENT:

No school district equipment or materials shall be used without prior permission and in no case shall be removed from the premises.

6. CANCELLATIONS:

Request for cancellation of the use of school facilities must be received at least twenty-four (24) hours in advance of the meeting time. Failure to do so shall obligate the applicant(s) and their organization to pay all custodial and other such expenses as are incurred in opening the building for their use. Cancellations due to inclement weather will not be penalized.

7. SUPERVISION:

- A. All activities shall require adult (twenty-one (21) years of age or older) supervision.
- B. The supervisor must be present during the usage, and shall be held responsible for adherence to the guidelines.
- C. The group using the facilities shall be responsible for leaving the premises in an acceptable state of order and cleanliness as determined by the superintendent or designee.

8. BUILDING USE WITHOUT CHARGE:

All facility usage that involves exclusively Garretson students will be exempt from a building fee. School organizations such as school sponsored pupil organizations and school employee groups are granted building use without charge as long as they do not conflict with regular school sessions or activities. No rental fee shall be charged the following school affiliated and community youth serving organizations for their regularly scheduled meetings:

- 1. Parent-Teacher Association, Band Parents, Booster Club
- 2. Boy Scouts/Cub Scouts
- 3. Girl Scouts/Brownies
- 4. Gra"Y" unless there are team members from other communities/schools
- 5. Organizations or groups that the board so designates
- 6. 4-H groups
- 7. SD Jr. Football Association
- 8. School board sanctioned club sports

9. BUILDING USE SUBJECT TO CHARGES:

Charges made for the use of school facilities are not rentals as that term is generally considered, but are based upon costs of operating expenses that would not otherwise have been incurred. This includes items such as utilities, supplies, maintenance of facilities, custodial, and cafeteria services. Such charges are subject to change, as the school board may deem necessary.

10. FEES/RENTAL COSTS:

Fees/rentals are based on an hourly rate as follows:

- A. Classrooms.....\$25.00
- B. Kitchen.....\$25.00
- C. Commons/Lunchroom.....\$30.00
- D. Old Gym.....\$30.00
- E. New Gym.....\$50.00
- F. Staff use of classrooms, school gymnasiums, and/or field facilities for camps or entrepreneurial enterprises will be assessed a minimum of \$25.00 per day.
- G. Conference Tournaments: The user fee for Conference Tournaments are set by the Conference.

- H. Athletic Complex:
 - 1. Track rental.....\$400.00
 - 2. Football/soccer field rental.....\$750.00
- I. Concession rights belong to and are retained by the school district.
- J. Custodial overtime will be charged in addition to all user fees. Custodial labor includes set-up and takedown of football field, opening-cleaning-closing of restrooms, and security of the field.
- K. The school district may provide workers (ticket sellers and takers, P.A. announcer, scoreboard operator) and will be paid for by the user. The user may furnish the above workers if approved by the school district and the user will be responsible for their payment.