

# **Community Use of District 192 School Facilities and Equipment**

## **Practices and Procedures**

### **I. Philosophy**

- A. The School Board of District 192 recognizes that its buildings and grounds are important community resources that play a vital role in the life of district residents and organizations. Accordingly, the School Board encourages and welcomes responsible community organizations, associations and individuals to use district facilities for appropriate civic, cultural, welfare or recreational activities that do not interfere with or hinder the operations and interests of the school district.
- B. The school board authorizes designated district staff to schedule and supervise the community's use of school district buildings, grounds and equipment as allowed by policy 902.

### **II. Definitions**

- A. User/Permit Holder – The individual named on the Facility Use Permit who, together with the named group, is personally responsible for all activities authorized by that permit and for all costs related to or resulting from activities that take place under their Permit.
- B. Facility Use Permit – A written agreement between District 192 and the User that specifies a User's conditions and schedule of use of district facilities.
- C. Event Type – All activities occurring on District 192 property are either District Events or Community Events.
  - 1. District Event – Any activity that is (1) directly related to ISD 192's programs, personnel, departments and goals and that is (2) the direct responsibility of an ISD 192 principal or administrator.
  - 2. Community Event – Any activity that is not a District Event (as in Section II.D.1). Community Events are governed by this policy, must have a valid Facility Use Permit and are supervised by the Activities Department.
- D. Revenue Generating Activities – Events for which an admission, event participation and/or gate fee is charged, or where merchandise or services are allowed to be sold on the premises or ordered for later delivery.
- E. Community Based/Resident – Groups or businesses organized within district boundaries, activities serving primarily (50% or more) district residents.
- F. Large Event – An activity bringing over 100 people into a building on any given day.

G. Invitational Tournaments – Tournaments involving fewer than 50% district residents.

### III. **Master Calendar**

The district facilities scheduler will maintain a district-wide master calendar that includes all District and Community activities occurring during non-school or non-instructional hours (nights, weekends, release days, holidays, breaks, etc.).

#### A. Scheduling of District Events:

1. All District Events scheduled outside of the normal instructional day or on non-school days shall be scheduled through the Facility Scheduling System and will appear on the Master Calendar.
2. Principals, the Athletic Director and other district level administrators or their designees will enter a calendar of all indoor and outdoor District Events (III.A.1) scheduled at their buildings or for their programs into the Facility Scheduling System on or before June 15<sup>th</sup> for the following school year.
3. To avoid later conflicts with Community Events, this calendar will include not only dates and times of specific activities but also dates and times when specific spaces or entire facilities will not be available for Community Use due to conferences, limited parking, or periods of special event set-up.

#### B. Scheduling of Community Events:

1. Fall and Winter Community Events will be scheduled starting July 15<sup>th</sup> or as soon as the District Master Calendar entry has been completed. Requests will be accepted starting June 1<sup>st</sup>. Spring and Summer Community Events will be scheduled starting January 15<sup>th</sup>. Requests will be accepted starting December 1<sup>st</sup>.
2. Gymnasium scheduling will begin as soon after July 15<sup>th</sup> as possible. The Activities Department will provide opportunities for consultation and collaboration between gymnasium users as needed.

#### C. Resolving Scheduling Conflicts between District and Community Events after July 15<sup>th</sup>:

1. When a new District Event is added or an existing event needs revision, building administrative assistants may make the changes as long as they do not conflict with previously scheduled Community Events. Any conflicts must be referred to the Activities Department.
2. The Activities Department will work with District staff and Community Users to resolve conflicts or find alternate accommodations so that both parties' events can be successful.

3. If a school or administration requested change or addition to the Master Calendar conflicts with a previously scheduled Community Event, the Community Event will have a preferred but not absolute right to the scheduled time.

#### **IV. Requests for Facility Use**

- A. Facility use requests shall be made through the District Facilities Scheduler using a written or electronic Facility Use Request Form. Phone or email requests will not be accepted.
  1. User requests must be received at least ten (10) business days prior to the first requested date. If the request is less than ten (10) business days, a rush fee will be charged.
  2. Large events (over 100 persons/day) may require more advanced notice. User requests received with less than the required minimum notice may be processed if possible.
  3. Once a Permit is processed, any User-requested changes will result in a permit change fee.
  4. User requests must specify any district equipment, staff, materials or other special needs for the Event.
  5. Unless specifically authorized, equipment must be used in its assigned facility.
  6. Community Based non-profit organizations (Class B & C) wishing to secure the same space on a multi-year basis will be granted a Continuing Use Agreement with the district. Events must use the same space(s) on a weekly, year-around basis. Continuing Use Agreements may be renewed as long as the facility is available for use, all permit and policy requirements have been met and the User's financial account has been kept current. Requests for weekday gym use will not be accepted.
  7. Requestors must be 18 or older.
- B. Priority of Use:
  1. Class A – District Events/Users:
    - a. K-12 activities (instructional and co-curricular)
    - b. Activities Department activities
    - c. Community Education activities
    - d. Professional Development classes authorized by the Curriculum Director offered exclusively to District 192 staff or provide a discount for District 192 staff.

2. Class B – Community Based Community Events/Users Serving Youth:
  - a. Farmington Park and Recreation Department programs primarily serving youth.
  - b. Farmington Youth Athletic member activities
  - c. Other Community Based not-for-profit organizations.
  - d. Individual district residents, district employees, Community Based businesses and other groups.

3. Class C - Non-Community Based and For Profit Community Events/Users:

- a. All other users including Non-Community Based groups and non-resident individuals or businesses.

C. Priority of use shall not be interpreted to mean that any classification has an EXCLUSIVE right to use district facilities. The Activities Department is directed by the School Board to manage district facilities in a manner that provides reasonable access to all Users.

D. Permit Holders will receive a Facility Use Permit listing the facilities, spaces, dates, times of their scheduled use, any requested equipment or additional services, an estimate of any applicable charges, and any other conditions of their use.

E. Employees of District 192 are subject to all provisions of this policy including but not limited to the scheduling of space and equipment, the care and supervision of facilities, and the payment of applicable fees and charges.

1. Employees must have a Permit to use district facilities for any activities (1) unrelated to their professional responsibilities and (2) that have not been assigned to them by their supervisor.

2. Such use would include events such as family events, funeral dinners, businesses, non-school-sponsored camps and clinics, and private lessons or tutoring.

## V. **Conditions of Use**

### A. Permit Holder Responsibilities

1. The Permit Holder is personally responsible for:

- a. Complying with all the conditions of use and for all special requirements noted on or included with their Facility Use Permit;

- b. Complying with all relevant state statutes prohibiting the possession and use of alcohol, tobacco, and other illegal drugs on district property as well as any relevant local and health department regulations;
  - c. All costs for services required by their use including labor fees, necessary set-up, clean-up, late departure, damage or vandalism by their group or its guests, and any other requested services or supplies;
  - d. The conduct of all event participants;
  - e. Reporting any injuries to participants or damage to the facility.
2. Users must return all areas used to their original condition. This includes returning tables, chairs or other equipment to the proper location and disposing of trash. Failure to do so may result in labor charges and/or denial of future use.
  3. Storage is not available in district buildings.
- B. Permitted Times of Use – Community Users may only occupy the spaces listed on their permit during the dates and times specified.
1. Groups must not enter their permitted spaces before the stated starting time and must end their activities in time for all participants to leave the space by the end time on their Permit.
- C. Denial of Access: Use may be refused or cancelled at the discretion of the district.

Reasons for denial include but are not limited to the following:

1. Required school staff cannot be retained to service the event;
2. Group has previously used District facilities without obtaining a valid Facility Use Permit;
3. Non-payment of fees for current or previous events;
4. Misrepresenting the User, the nature of the group or its activities, or the number of participants in order to avoid fees, charges or other use policies;
5. Failure to follow any condition of use, school board policy, permit requirements, law, or allowing any illegal activities to take place under the Permit. Illegal activities will be reported to law enforcement;
6. The possession of drugs other illegal substances or the possession and/or use of tobacco, alcohol or weapons by group members or guests;
7. User/user groups being uncooperative or disrespectful to district staff or other facility users;

8. Depriving other Users of their permitted time by occupying facilities *at* times not on their permit (i.e. early arrival, late departure);
  9. Activities that would duplicate services already provided or planned by the District and/or Community Education;
  10. Groups or activities whose use is deemed inappropriate for district facilities by the Activities Department or the Superintendent.
- D. Groups using any district facilities without first obtaining a valid Facility Use Permit may be billed a Non-Permitted Use Fee and may be denied future use of district facilities.
- E. Facilities may be scheduled on a contingent status as rain back-up locations.
1. Rain back-up bookings will be identified as such on the facility schedule.
  2. Rain backups will only be scheduled within three (3) business days prior to the event.
  3. Any labor required and scheduled for a rain back-up booking must be cancelled at least 24 hours prior to the event or the User will be responsible for the callback charge.
  4. The district may relocate rain back-up bookings to similar locations and/or facilities with at least two business days' notice to the User should the requested space be needed for an indoor event.
- F. Emergency Closure of Facilities
1. Inclement Weather – Community Events are automatically cancelled when school is closed due to inclement weather or other emergency circumstances.
  2. Emergency Closings – Equipment failure, energy curtailment requirements or other emergencies may require the closing of facilities and the cancellation of Community Events.
- G. The District will not be responsible for User costs or losses suffered due to unforeseen conditions including but not limited to inclement weather. An account credit will be issued for district emergency closure of facilities.
- H. Supervision
1. District building supervisors and/or district custodians will supervise all Community Events. The cost of labor provided outside normal operating hours, for services beyond the scope of normal duties, or for Large Groups will be charged to the user.

2. Complaints about users or events will be reported to Activities Department for investigation and resolution.
3. Illegal activities will be reported to law enforcement.
4. Signs or banners posted on district property for events must not violate any relevant district policies (e.g. advertising tobacco, alcohol or political advertising).
5. Groups with members under the age of 18 must be supervised by an adult over the age of 18.

I. Risk Management

1. By signing a Use Request, Community Users indemnify the district for any and all damages or injury resulting from their use of district facilities.
2. User groups shall provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$ 1,000,000.00 per occurrence and \$ 2,000,000.00 aggregate. Waivers may not be substituted for a valid certificate of insurance.
3. The district is not liable for damage or loss to any personal property of the User or their participants.
4. Firearms are prohibited on District property except as allowed by Policy 501.

J. Other User Requirements: Activities Department, in consultation with building staff and the Buildings and Grounds Department, is directed to develop any rules needed for the safe and appropriate use of specific district facilities or equipment. ISD 192 equipment is not to be removed from district property.

VI. **Fees and Charges**

- A. The School Board will set all access, energy and equipment fees and will approve a Facility Use Fee Table for each fiscal year (July – June).
1. The minimum for any booking is one hour. Additional time can be booked in quarter hour increments.
  2. User groups may be asked for a deposit of up to 50% of the estimated total event cost prior to the event.
  3. Payment is due 30 days following the invoice date. Accounts more than 45 days in arrears may be assessed a late payment fee.

4. The Activities Department or designee may, at his/her discretion, negotiate a rate for a single event.
  5. Permit – A Permit Fee will be charged to help offset the cost of facility scheduling.
  6. Labor Costs – Community Users will be responsible for labor costs associated with their events. The Activities Department and the Custodial Supervisor or their designees will determine required labor. Unless staff members are already on duty when an event begins, a minimum labor charge of up to 2 hours may apply.
  7. Return of space fees - To reduce or eliminate overbooking of spaces and returning spaces when it is difficult or impossible to make those spaces available to other users, the following penalty fees will be charged for EACH SPACE when returning spaces that the user will not be using:
    - a. 30 days or more from scheduled reservation - no charge
    - b. More than 10 days but less than 30 days from scheduled reservation - charged \$25 per cancellation
    - c. 10 days or less prior to scheduled reservation - charged the full permit fee at the Class C rate regardless of user group with a \$35 minimum.
  8. No show fees – charged at the Class C rate regardless of the user group with a \$45 minimum
- B. Labor costs for two or more groups sharing a district facility may be split equally unless the Activities Department determine that one or more of the groups require dedicated staff. Labor charges may include some or all of the following:

Wage laws do not allow non-exempt employees to volunteer to provide required supervision or support services for events.

1. Building Supervisors – Large events or events held outside the normal supervisor hours may require an Activities Department building supervisor at the User's expense.
2. Custodial Services – Large events or events held outside normal custodial hours may require a custodian. The User may be billed for their scheduled use period along with the time needed to open, close and secure the building, perform any requested event set-up and/or takedown, and clean after the event.
3. Grounds Keeping Services – District Groundskeepers may be hired to provide services beyond their normal assignment such as extra dragging of baseball or softball fields, moving soccer goals, providing additional field lining or other requested or required services. These additional services must be performed outside the normal workday. Groups must allow time in their schedules for groundskeepers to do the requested work and coordinate a schedule with them.



4. Food Service Staff – Whenever a commercial kitchen is requested, a district or food service contractor employee must be present whether kitchen appliances are used or not (except for filling User provided coffee or beverage containers).
5. Performance Facilities Manager and/or Technicians – If Farmington High School’s Recital Hall, Lecture Hall, Commons or Boeckman Middle School’s Auditorium, Little Theater or Commons or designated audio-visual equipment is requested, the Performance Facilities Manager or an approved Technician may be required to supervise their operation.
6. Lifeguards – unless otherwise noted, no one may use the pool unless a lifeguard is on duty.
7. Police Officer – Users may be required to hire an off-duty police officer for dances, concerts, or other events at the discretion of the Activities Department.
8. Equipment – Approved types of district equipment listed on the Fee Table may be requested by Users.
9. Trash Removal – Both indoor and outdoor events that sell concessions or produce significant amounts of refuse will be charged a trash removal fee per the service provider.
10. Snow Plowing – Snow plowing may be required for the safe use of District facilities. Users may be charged for snow plowing if the lots must be plowed exclusively for their event.
11. Requests for equipment, services or facilities not on the Facility Use Fee Table and any associated fees may be set by the Activities Department.
12. Continued misuse or abuse of district facilities and or equipment.

## **VII. Outdoor Facility Use**

- A. District fields and outdoor facilities must be scheduled through the District Facilities Scheduler. Permits will be required for the use of school district fields at all times.
  1. The permit holder or user is responsible for enforcing all applicable field use rules and ordinances. Groups who do not comply may be denied future access to the fields and may forfeit any deposits they have made.
  2. The Activities Department and Buildings and Grounds will annually determine the starting date for community use of district fields. This may or may not coincide with the district’s own use of its fields. Groups who use the fields prior to this date without a valid permit will be charged the Non-Permitted Use Fee for each occurrence.
  3. The User is responsible for any damage done to district facilities caused by their use

including damage caused by use during or following rain or drought.

- B. Any maintenance done to district fields by the User or their outside contractors must be approved in advance by the district.
  - 1. The User is responsible for any damage done to district facilities by approved outside contractors or program participants and spectators.
  - 2. Motorized vehicles shall not be driven on green spaces or fields without prior permission. This includes vehicles or ATV's used to drag baseball or softball fields.
- C. Tournament Use
  - 1. Class C Users holding Invitational Tournaments will be charged a per field per day fee plus any additional materials or services requested by the user or required by the district as a condition of use.
  - 2. A deposit may be required for all tournament users. It will be credited to the User following the tournament less any charges for materials, labor, damage or other costs.

## **VIII. District Pool**

- A. Certified lifeguards (American Red Cross or equivalent) must be on duty whenever the Community Users are in the pool or on the pool deck. Rentals will require a minimum of two lifeguards on duty. For groups with unique needs additional guards may be required as determined by the Aquatics Coordinator.
- B. Users groups will pay rates set forth in the Facility Use Fee Table for its use of district pool(s). Users groups must follow all appropriate water safety procedures and provide lifeguarding and adequate adult supervision at all times.