

PAOLA USD 368
GUIDELINES FOR USE OF SCHOOL BUILDINGS & FACILITIES

This District's facilities are used primarily to facilitate the education and development of school aged children. The Board of Education recognizes the obligation to make the facilities available to USD 368 patrons when the use does not interfere with the school program.

It is not the intent of USD 368 to use building fees as a revenue source, but annual revenue from facility use should equal or exceed operation and maintenance costs caused by outside group use.

Section 1. Guidelines: Guidelines for buildings and facilities use are available through the District's Website.

Section 2. Procedure For Obtaining Approval for Use: Facility use forms shall be submitted to the respective building office at least fourteen days prior to date of use.

Section 3. Assumption of Responsibility: School facilities will only be available to organized groups in which one individual agrees to assume responsibility for the facilities being used. Any damage done to the facility or its contents, or any contents removed from the facility while using the district facility shall be paid for by the group who reserved the space. School officials shall determine replacement charges based on actual replacement costs.

Section 4. Classification of Groups: The superintendent's designee will be responsible for assigning classification of groups for the purposes of scheduling priority and billing rates. A group's classification will be noted on each approved facility request, which will be returned to the applicant within ten working days of the request.

Category A—School District and Governmental Groups:

Description: No use fees or personnel charges should be assessed to school district and governmental groups that are direct extensions of the school district and/or governmental agencies that serve a similar tax base. KSHSAA or other KSHSAA league school requests and variances to the guidelines and fees would be approved by the district.

Criteria:

- Summer School Programs
- School-affiliated organizations whose purpose is **not** fund raising. (PTO, PEA, Booster Club, etc.)
- National, state, and local government elections and meetings

Category B—Quasi-School Groups:

Description: Not-for-profit educational youth groups and groups sanctioned by USD 368 who primarily serve USD 368 students. No or minimal use fees should be charged to these groups. Additional personnel charges may be assessed depending on the date, nature, size, and times of events.

Criteria:

- Non-athletic, non-sectarian youth groups comprised primarily of district students who provide for continued education and social development of USD 368 students. (Boy Scouts, Girl Scouts, Cub Scouts, Robotics, etc.)
- High School and Middle School team athletic camps when operated by a district-employed coach under KSHSAA rules as a not-for-profit venture
- USD 368 school and/or community-wide fund-raising events where funds directly benefit educational programs
- USD 368 Alumni groups and scholarship committees

Category C—Community Youth and Educational Groups:

Description: Not for profit youth activity groups serving students in grades pre-kindergarten through twelve, whose enrollment participation consists of USD 368 patrons or students. Colleges and universities offering local courses also apply to this group. Rental fees and personnel charges may be assessed to these groups to recover operational costs and custodial and/or supervisory costs incurred by USD 368.

Criteria:

- Youth club awards assemblies
- Local recreation youth leagues' participation, i.e. Miola-4-Sports, American Legion, Paola Youth Baseball, Babe Ruth, Paola Girls Softball Association League, Paola Soccer Club.

Category D—Other Community and Adult Groups, and Not-For-Profit Fund-Raising Events:

Description: Other community and adult activities and classes operated by individuals or organizations who have the ability to charge participants to participate in organized educational activities, athletic activities, and community events. Rental fees and personnel charges may be assessed to these groups to recover operational costs and custodial and/or supervisory costs incurred by USD 368.

Criteria:

- Recreation adult leagues and activities
- Individual youth athletic teams, i.e. traveling teams
- Individual adult athletic and activity groups
- Community not-for-profit fund-raising events
- Adult classes or seminars not sponsored by USD 368 or a local college or university
- Not-for-profit adult group meetings (homeowners associations, political caucuses, neighborhood watch groups)
- Local benevolent and philanthropic organizations when not a fund-raising event (Lions Club, Optimist Club, Rotary International, Chamber of Commerce, etc.)
- Churches, including youth group meetings

Category E—Commercial:

Description: Commercial for-profit who benefit financially from or avoid commercial rental fees through the use of USD 368 facilities. Profit-bearing rates reflecting the local commercial economy should be assessed to these groups who profit directly or indirectly from district facility use.

Criteria:

- Commercial Organizations or Individuals (training, testing, interviewing, etc.)

Section 5. Prioritization: Groups A, B, and C will always have priority in scheduling facility use. Outside groups who have received approval may be subsequently re-scheduled if the need arises because of re-scheduled school-related events. Outside groups will generally be scheduled in the order their requests are received. Groups may be limited in scheduling time slots to allow more organizations access to facilities.

Section 6. Hours of Use: Hours of use must be approved through the Request To Use USD 368 District Facilities Use form.

Section 7. Supervision of Buildings: When a building is used during non-school hours, the building shall be supervised by volunteer staff member of building acting as supervisor, paid employee assigned to supervise activity at building and/or custodian. Staff charges will be billed to groups in classifications C, D, and E in addition to rental fees.

Section 8. Supervision of Outdoor Facilities: Supervision may be required for utilization of the practice football fields, tennis courts, varsity football field and track. Supervision by district approved staff is required for the utilization of the baseball and softball fields.

Section 9. Large Group Use: Whenever a facility is being used by a large group, the school administration will determine the number of staff needed for the event. Additional costs may be applicable for large group usage.

Section 10. Auditorium/Technology Use: District patrons requesting use of an auditorium shall indicate technical requirements on facility use form. Audio-visual and staging equipment must be operated by USD 368 trained personnel at the expense of the requesting party. All non-school auditorium use will require (at a minimum) custodial charges as well as charges for a technical advisor. An additional premium may be assessed for groups requesting special audio-visual technology use beyond basic lighting and microphone.

Section 11. Restrictive or Categories B, C, D, and E:

A. Gym:

- (1) Groups are encouraged to wear non-street shoes on the gym floor.
- (2) Bathroom facilities directly outside the gym may be used, otherwise, everyone is to remain in the gym at all times.
- (3) **Soccer, softball, and baseball by outside groups will be restricted to the High School multipurpose room and Sunflower multipurpose room.**
- (4) The climbing walls are off limits at the elementary schools.
- (5) Groups missing two consecutive weeks without calling in advance will be removed from the schedule.

B. Outdoor Facilities:

- (1) Turf facilities are not available for practice.
- (2) The softball and baseball fields cannot be used for games during the PHS season.
- (3) Movement of bases and/or pitching mounds can occur only by PHS athletic director or designee.
- (4) Only tournaments can be played on the baseball and softball fields hosted by USD 368 or Category C groups. Only league tournaments during and/or affiliated with the regular season will be allowed on these fields. Tournaments for the sole purpose of profit will not be allowed. Exception or variances would need approval by the district.
- (5) Non-competitive recreational usage of the tennis courts does not need scheduled through the high school when the courts are not already scheduled for usage.
- (6) Soccer games will be played on the stadium football field.
- (7) Score board usage will be managed only by PHS athletic director or designee.

Section 12. Food Service Facilities:

A. Kitchen: To maintain compliance with the Kansas Department of Health guidelines, restrictions apply when requesting use of the kitchen areas. Full use of the kitchen shall include use of equipment at the High School and preparation of food on-site. This would include any requests to use refrigeration. Whenever any group requests full use of kitchen facilities, a kitchen employee shall be on duty, and the organization shall be billed kitchen personnel charges in addition to the basic kitchen fee, custodial charge, and facility rental fee. Limited use of the kitchen shall be the serving of food using sinks, counters and small ovens. Limited use will be charged the basic kitchen fee. For all kitchen usage, a Kitchen Use Request Form must be approved by the Director of Food Service.

B. Concession Stand:

- (1) The concession stand at the football stadium will not be accessible for out of school groups. Exceptions would need approval by the district.
- (2) All Kansas Department of Health guidelines must be followed when using a concession stand. Additional USD 368 guidelines must also be followed and will be provided with approval of facility usage.
- (3) Usage of the baseball and softball complex, and gymnasium concession stands must be requested on the facility usage form.

Section 13. Liability of School District: The school district will assume no liability for accidents, loss, or injury incurred during events scheduled by outside groups.

Section 14. Fee Adjustment:

- (1) Whenever a group that normally would be charged for use of the facilities wishes to use the facilities for the direct benefit of USD 368 students, the District shall have the authority to adjust or waive the fee.
- (2) When a school employee volunteers to supervise the use of the facilities in their respective building for approved usage in Categories B, C, or D and will take responsibility for supervising, cleaning, and locking the facility, the District may adjust or waive the fee accordingly. Fee adjustments will not occur for the use of outdoor facilities.

Section 15. Rates: The rates for rental of school facilities shall be approved by USD 368. Rate changes will become effective upon Board of Education approval. Payment is due in full within 10 days of invoice.

Section 16. Decorations: All decorations within a facility must be in accordance with all city fire and safety regulations. No flame-producing devices such as candles or fuel-burning lamps are to be used in district facilities. Decorations should be removed from the premises at the conclusion of the event.

Section 17. Alcohol, Tobacco, Weapons: The manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol, and/or tobacco on school property or at school activities is prohibited. Weapons of any kind are not allowed on school property.

Section 18. Annual Use Review: Groups may request use of district facilities on an annual school calendar (July 1-June 30) basis. Such groups must apply annually. The administration will review all requests based on the groups' previous years' use and care of the facility.

Section 19. Insurance: All users may be required to show proof of liability insurance and may be asked to provide a certificate of liability insurance in the amount of \$1,000,000 with USD 368 cited as "additional insured" before use of the facility is approved.

Section 20. Consequences: Failure to adhere or comply with these guidelines will result in loss of facility and buildings usage privileges.

Section 21. Cancellation or Delays: In the event that an unforeseen emergency or conflict would arise, all USD 368 activities would take precedence and the agreement would be voided. In periods of inclement weather or unforeseen circumstances, building or facility use by outside groups or organizations may be cancelled or delayed. Rescheduling would need to occur with building administration.