

# CENTRAL HIGH SCHOOL DISTRICT OF WESTOSHA

## USE OF SCHOOL BUILDINGS POLICY

The Board of Education supports making its facilities available to responsible organizations, groups, and individuals of the community for appropriate educational, civic, culture of recreational activities that do not infringe upon or interfere with the conduct and best interests of the educational programs and services of the school district. First priority in the use of school buildings and grounds shall be given to the public schools for curricular, extra-curricular and recreational use.

### CURRICULAR AND EXTRA-CURRICULAR USE

The activities director shall be responsible for all curricular and extra-curricular use of the building and shall ensure that all school activities within the building are properly supervised. The activities director shall maintain a calendar of building and grounds use.

### NON-CURRICULAR, EXTRA-CURRICULAR OR RECREATION DEPARTMENT MEETINGS

School organizations may use school facilities for cultural, educational, or recreational meetings to which the public is admitted and out-of-school talent is used whether or not admission is charged under the following conditions:

- A. A request must be presented in writing to the District Administrator and approved by the District Administrator.
- B. If paid talent is used, such talent must be paid a set fee and shall not be engaged on a percentage or other basis. A contract or agreement covering such service shall accompany the request.
- C. All extra costs pertaining to said usage shall be paid out of the receipts after all receipts have been deposited in defined account if school sponsored activity and no liability shall accrue to the Board of Education.

### EQUAL ACCESS

In accordance with the Equal Access Act of 1984 a "limited, open forum" shall be created for students to discuss subjects not directly related to the school curriculum. All such meetings shall be voluntary and initiated and conducted by students. Such a forum shall be scheduled either prior to the commencement of the school's daily instructional schedule or after the school's daily instructional schedule. Authorization for the meeting shall be granted subject to compliance with administrative procedures. Use of the school's facility if subject to availability and shall not be allowed to circumvent or interfere with the orderly conduct of instructional activities. Requests for such activities shall be made in writing to the District Administrator indicating the purpose, time and the faculty member responsible. A faculty member must advise and be present at all meetings.

### COMMUNITY AND OTHER USE

The Board of Education may rent facilities to responsible organizations for civic, educational, cultural, religious, political or recreational meetings at which admission may or may not be charged. Such usage will be granted only upon payment of the approved fee, demonstration of insurance coverage and upon the execution of an approved agreement form outlining the following conditions.

- A. Organizations applying for such usage must clearly outline on the designated and approved agreement form, the membership and purpose of the organization, the type of meeting desired, and the purposes to which the net proceeds of such usage will be devoted.
- B. The District Administrator is authorized to grant usage where statements made in the application and agreement clearly meet the intent and purposes of this Policy and where the proceeds are to be used for community purposes. In all other cases, the application will be referred to the Board of Education at its next regular monthly meeting.

- C. Such usage may be scheduled subject to availability and shall not be allowed to interfere with or circumvent the orderly conduct of curricular, extra-curricular or recreational use.
- D. The organization will assume responsibility for and compensate the District for, any damage done to buildings, rooms or equipment during the period of use. A regular employee of the district or custodial staff shall be on duty during all functions to ensure that proper use is made of the building and be responsible for proper locking of the building.
- E. The organization must file proof of insurance of not less than \$1,000,000 with the District Administrator for the school being rented. The proof of insurance must be filed at the same time as the application for use of the facility is submitted.
- F. Buildings and facilities may only be used for the purpose designated on the application form. In all cases, a responsible adult who has been designated by the organization renting the facility as the person in charge must supervise the organization.
- G. Failure to follow the requirements of this Policy may preclude a group from future use of school facilities. Misrepresentations, omissions or fraudulent information on the application will preclude a group from use of school facilities for a minimum two (2) years.
- H. Limitation of use of school facilities by employees.
  - 1. No school facility that requires any sort of special training is to be used by an employee not having that training. If this rule is violated, the employee is personally liable for any cost of damage including repair or replacement.
  - 2. Only the most negligible costs of use may accrue to the district. Reimbursement shall be made for all materials drawn from school stocks.
  - 3. Facilities may be used by the staff only for small, minor repair jobs not of a regular, recurring nature.
  - 4. No work on an automobile will be permitted.
  - 5. The gymnasium and its auxiliary facilities are not to be used without prior permission of the district administrator. This does not apply to coaches supervising team members.
  - 6. School employees using school facilities for their own purposes waive all claims for injury to self and property against the district.

## FEE STRUCTURE

Organizations may be charged for the use of school facilities based on the following schedule established by the Board of Education. A security deposit of \$100 will accompany the rental request. The security deposit will be returned minus the rental or damage of property or equipment if any.

Payment for use of facilities shall be made to the school accounting office.

- a. Extension, Boy Scouts, Girl Scouts, civic organizations that donate all funds back to the community – no charge.
- b. Cafeteria \$50.00
- c. Kitchen \$50.00
- d. Gym \$100.00

If the activity is held when a custodian is not on duty, the organization or group must pay for a custodian to be on the premises at a rate of \$50.00 per hour.

Organizations must assume responsibility for and compensate the District for, any damage done to buildings, rooms or equipment during the period of use; and the organization must indemnify and hold the District harmless for any and all claims of any kind arising out of the use of any of the District's facilities.

All organizations using school facilities shall abide by all rules, regulations, or policies established by the School Board, as well as those rules and regulations established by the individual school building that has been rented.