

POLICY: KG-R  
Approved: October 28, 1996  
Revised: June, 2002  
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## **GUIDELINES FOR DISTRICT FACILITIES/EQUIPMENT USE**

The following guidelines apply to the use of the District's facilities and equipment:

1. Facility usage may be scheduled subject to availability and shall not be allowed to interfere with or circumvent the orderly conduct of School District curricular, extra-curricular or recreational use.
2. "Building Use Request" form must be completed in full and submitted well in advance of its use.
3. Buildings and facilities may only be used for the purpose designated on the "Request" form.
4. Fees or a fee must be submitted made payable to the School District of Hartford Jt. #1 within 30 days of receipt of billing by the Business Office. Fees for use of the school facility will be determined by the Board of Education. A fee payment schedule will be determined by the District Administrator or his/her designee for multiple use requests.

### Fees

- If special furniture and/or equipment is used for a commercial activity, an additional charge may also be assessed. Such charge, which may also include a damage deposit, shall be determined by the District Administrator.
  - Charges for custodial services for moving furniture or equipment prior to and/or after a commercial activity, in addition to the custodian's regular duties, will be assessed at the prevailing overtime rate.
  - Any time custodial services are needed when a custodian is not regularly on duty, a custodian shall be hired at the prevailing overtime rate.
  - Any time that kitchen equipment is used, a regular school lunch room employee must be on duty. Such employee shall supervise and assist in the use of equipment. Use of the kitchen is available for local residents only. Charges for kitchen staff services will be assessed at the prevailing overtime or regular time rate.
  - Other charges for facilities not identified in this Policy may be assessed when the "Request" is approved.
5. The organization must file proof of insurance with the minimum levels of insurance to be set by the School Board. The proof of insurance must be filed at the same time as the "Request" for use of the facility is submitted.
  6. 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.

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7. The organization must be supervised by a responsible adult who has been designated by the organization renting the facility as the person in charge.
8. A custodian or authorized school employee must be present at all times unless waived by the District Administrator. (This person will be responsible for opening and closing the facility, lighting, supervision help and general care. In addition, a regular school lunch room employee shall be on duty if the kitchen at Lincoln, Rossman or Central is used. Fees will include the cost of the school employee when use is outside of the normal working hours of the school custodian.
9. By State law, no alcoholic beverages shall be consumed, sold, given or delivered on the school premises. Tobacco use is also not allowed on school premises.
10. Gym and athletic shoes must be used by participants in sports activities in the school gyms.
11. The requesting individual or organization shall be responsible for the conduct and control of both patrons and participants. Meetings shall not be held that may violate local, State or Federal law.
  - a. The requesting individual or organization must provide sufficient supervision, chaperons or crowd control personnel.
12. District equipment, such as film projectors, TV's or other equipment, may be used outside of the District only if a school employee operates said equipment.

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.

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.