



FARMINGTON SCHOOL DISTRICT NO. 192	NEPN CODE: <b>KG</b>
POLICIES AND REGULATIONS	

## **School Community Relations**

### **Community Use Of School Facilities And Equipment**

#### **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 the Community Education Department to schedule and supervise the community's use of school district buildings, grounds and equipment as allowed by this policy.

#### **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 Community Education 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 (80% 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 80% district residents.

#### **III. Master Calendar**

Community Education 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 Community Education's 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 Community Education's 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. Community Events will be scheduled starting July 15<sup>th</sup> or as soon as the District Master Calendar entry has been completed. Non-gymnasium requests will be filled on a first-come-first served basis. Requests for the coming year will be received starting June 1<sup>st</sup>.
2. Gymnasium scheduling will begin as soon after July 15<sup>th</sup> as possible. Community Education 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 secretaries may make the changes as long as they do not conflict with previously scheduled Community Events. Any conflicts must be referred to Community Education.
2. Community Education 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 Community Education Department using a written or electronic Facility Use Request Form. Phone 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. Use requests received with less than the required minimum notice will be processed if possible.
3. Once a Permit is processed, any User-requested changes may result in a permit change fee.
4. Use 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 (Tier #2 and #3) wishing to secure the same space on a multi-year basis may sign 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. Tier #1 – District Events/Users:
    - a. K-12 activities (instructional and co-curricular)
    - b. Community Education Department activities
    - c. Professional Development classes authorized by the Curriculum Director that are offered exclusively to District 192 staff or provide a discount for District 192 staff.
  2. Tier #2 – Community Based Community Events/Users Serving Youth:
    - a. Park and Recreation Department programs primarily serving youth.
    - b. Farmington Youth Athletic Association member activities primarily serving youth
    - c. Other Community Based not-for-profit organizations primarily serving youth.
  3. Tier #3 – Community Based Community Events/Users Serving Adults:
    - a. Park and Recreation Department programs primarily serving adults.
    - b. Community Based not-for-profit organizations primarily serving adults.
    - c. Individual district residents, district employees, Community Based businesses and other groups.
  4. Tier #4 – 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 Community Education Department is directed by the School Board to manage district facilities in a manner that provides reasonable access to all Users.
- D. Adult groups are encouraged to use the facilities after 8:00 pm and on Wednesdays or Fridays.
- E. 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.
- F. 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 energy and 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. Groups using spaces without a permit will be charged the non-permitted access fee and pay for used space.
  2. Users not arriving within 30 minutes of their scheduled event starting time will forfeit their reservation for that day and may be billed the cost of provided labor and/or a No-Show Fee.
  3. Users should cancel unneeded reservations as soon as possible to release surplus time for other users
    - a) Users canceling Permits or portions of Permits with two (2) or more business days prior notice will receive credit for any fees paid, less the permit fee and any costs already incurred by the district for the event.
    - b) Users canceling Permits or portions of Permits with less than two (2) business days' notice will forfeit all access fees paid and may be liable for labor or other costs incurred by the district for the event.
- C. Denial of Access: Use may be refused or cancelled at the discretion of the Director of Community Education. 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. 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 Community Education Director 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. Community Education 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. Community Education 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 Community Education 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 #FPA.
  5. Dances sponsored by Community Users may only be held at the ISC gym and must comply with all non-school dance requirements.
- J. Other User Requirements: Community Education, 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. **Event Fee Categories**

Fees for the use of district facilities are assessed according to the User and the nature of the Event. A Facility Use Fee Table with access fees and other charges is approved annually by the Board of Education.

Class II and III Users employing or contracting with a third party service provider or vendor will be charged at the next higher fee class as described in the Facility Use Fee Table.

Revenue generating events for Class III – IV users are charged at the next higher fee class as described in the Facility Use Fee Table.

A. Class I Events

All School District programs, curricular and extra-curricular activities, and elections including:

1. School sponsored booster clubs, parent-teacher organizations. Revenue generating activities outside of school contact hours may be charged energy and labor charges.
2. Community Education Department activities.
3. Local, state and national caucuses and elections.
4. Employee groups holding non-Revenue Generating activities that are approved by a district administrator.
5. Employee bargaining units holding business meetings.
6. Camps or Clinics sponsored by district schools and approved and supervised by district administrators.

B. Class II Events

Events (1) primarily serving district residents (2) who are youth (ages 0-21) and which are (3) sponsored by community based/resident (4) not-for-profit organizations, such as:

1. Governmental agencies supported by District taxpayers for events serving district residents such as Park and Recreation Department activities, public hearings, etc.
2. Community youth athletic associations.
3. Scouts and 4-H Clubs.
4. Class III Events when 100% of the net profits are donated to District 192 curricular or co-curricular programs.

C. Class III Events

Events (1) primarily serving district residents (80%) of any age and which are (2) sponsored by community based organizations, district residents or employees that are (3) not revenue generating, such as:

1. Educational, recreation or worship activities sponsored by religious organizations and private schools.
2. Homeowners associations, Chamber of Commerce, Service Clubs.
3. Colleges and universities for activities primarily serving district residents.
4. Private swimming pool party, family gym use.

D. Class IV Events

Events (1) which are sponsored by community based groups, businesses, residents or any District 192 employee or (2) not-for-profit organizations which are not community based that are holding non-revenue generating events, such as:

1. Class III Events that are profit generating.
2. Governmental agencies for events serving less than 80% district residents.
3. Educational, recreation or worship activities sponsored by non-locally based religious organizations and private schools.
4. Local business holding employee training or recognition event.
5. Events sponsored by Tier 2 or Tier 3 users that arrange for non-resident organizations or businesses to provide fee-based services to User group members.

E. Class V Events

All events not qualifying for User Classes I through IV, such as:

1. Class IV Events that are profit generating.
2. Dance recitals, commercial shows, sales, etc.

Non-resident individuals or businesses holding commercial activities.

**Summary of Community User Classes**

Group Events:					
	Events meeting these criteria	Are considered in this (X) Fee Class:			
		II	III	IV	V
	Serve primarily youth	X			
	Not for Profit Organization	X	X		
	Serve primarily district residents (80% or more)	X	X	X	
	User is Community Based group or resident/employee of ISD 192	X	X	X	
	User is a group	X	X	X	X
	User is an individual		X	X	X
Revenue generating Class III and IV events are charged at the next higher fee class as described in the Facility Use Fee Table					

VII. **Fees And Charges**

- A. The Board of Education 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 charge for energy and access fees for any booking is one hour. Additional time will be booked in quarter hour increments only.
  2. A deposit of up to 50% of the estimated total event cost may be required prior to the event.
  3. Payment is due 30 days following the invoice date. Accounts more than 60 days in arrears may be assessed a late payment fee.
  4. The Community Education Director or designee must approve any other payment schedules.
  5. The Community Education Director or designee may, at his/her discretion, negotiate a rate for a single event when prevailing market conditions necessitate an adjustment to the Fee Table Rates.
- B. Access and Use Fees
1. Permit – A Permit Fee will be charged to help offset the cost of facility scheduling.
  2. Energy – The District may charge an energy fee for space used that will be assessed according to the Facility Use Fee Table.
  3. Access – Users will be charged an access fee according to the Facility Use Fee Table.
- C. Labor Costs – Community Users will be responsible for labor costs associated with their events. The Director of Community Education 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.

Labor costs for two or more groups sharing a district facility may be split equally unless Community Education or Buildings and Grounds 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 a Community Education 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 Community Education Director.
- D. Equipment – Approved types of district equipment listed on the Fee Table may be requested by Users.
  - E. Trash Removal – Both indoor and outdoor events that sell concessions or produce significant amounts of refuse will be charged a trash removal fee.
  - F. Portable Toilets – The User may be required to provide and/or contribute toward the cost of providing portable toilets for outdoor events. Any portable toilets provided by the user must be approved and located as directed by the school district.
  - G. Air Conditioning may be required and an additional energy fee assessed when the High School Recital Hall, Commons, Robert Boeckman Theatre, or other large-group spaces are used and the outside air temperature during the scheduled event is expected to exceed 70 degrees Fahrenheit.
  - H. 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.
  - I. Requests for equipment, services or facilities not on the Facility Use Fee Table and any associated fees may be set by the Director of Community Education or a designee.

#### VIII. **Outdoor Facility Use**

- A. District fields and outdoor facilities must be scheduled through Community Education. 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. Community Education 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. Seasonal Outdoor Use Fee
  1. User groups primarily serving district youth under the age of 21 may pay a Seasonal Outdoor Use Fee rather than per field per day charges.
  2. Two seasons may be paid in this manner: Summer (April through July) and Fall (August through October).
  3. The Seasonal Outdoor Use Fee will be assessed on the number of registered participants in the group on the first day of its official practice.
  4. Youth groups not qualifying for the Seasonal Outdoor Use Fee and all adult groups will pay a per field per day fee.
- C. 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.

D. Tournament Use

1. Class III – V 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. Tournaments held solely for in-house Class II Users (non-invitational events) will not be charged for tournament field use. They will be charged for any requested services or materials.
3. 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.

**IX. 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. The Tigersharks Swim Club will pay rates set forth in the Facility Use Fee Table for its use of district pool(s). The club must follow all appropriate water safety procedures and provide lifeguarding and adequate adult supervision at all times.
  1. Lifeguards may be provided by the district at the club's expense or the club may provide its own certified lifeguards.
  2. The Aquatics Coordinator will review the Club's supervision and safety procedures on a periodic basis and may require any changes determined to be necessary to insure the safety of all participants and spectators.

Date Adopted: 10/27/97

Dates Revised: 06/14/04, 7/25/05, 07/24/06; 11/08/10

Next Scheduled Revision: 11/14

Legal References \_\_\_\_\_

Contract References \_\_\_\_\_

Cross References Policy #FD – Tobacco-Free Environment