

Section: School-Community Relations
Title: Community Use of School Facilities
Number: KG-R
Adopted: June 5, 1990
Revised: November 9, 2017

The following guidelines shall govern the management and use of school facilities in the Park Hill School District in carrying out provisions of policy KG – Community Use of School Facilities.

Annual Scheduling Calendar

A calendar of school events (curricular or activities) shall be established in each building and communicated to the District facilities scheduling office at an annual meeting held in May for the upcoming school year. The facilities schedule calendar operates from July 1 through June 30 each year. Facilities may not be scheduled for more than one school year at a time.

School facilities requests must be made through the District web site and submitted to the district administrator responsible for facility scheduling at least two weeks in advance. Regular school educational programs should be scheduled before August 15 each year. Non-school related organizations may request use of facilities on a first-received basis beginning July 1st of each year. Confirmations of such requests will be sent after August 15th.

General Guidelines

The following list of general usage guidelines are to be adhered to by all groups and enforced by district administration. Additional regulations governing the use of buildings may be made by the Director of Operations or by the building Principal.

- Unless special arrangements are made, it is expected that facilities will not be used later than 10:00 p.m.
- No building shall be open to community usage without the presence of a school custodian or other designated school employee.
- No kitchen or cafeteria equipment is to be used unless a cafeteria employee is in attendance during the period of such use or with consent for use of equipment from the Director of Food Service.
- There shall be no alcoholic beverages used on school premises.
- There is no tobacco use on any Park Hill School District property.
- All paper and decorations used in decorating the building shall be flame proof or with prior approval.
- Nails, screws, or tape shall not be used for fastening decorations to any part of the building without prior approval.
- Use of lighted flames or candles will not be permitted.

- Facilities will be inspected for damage after each use. Fees for repair of damages to district facilities may be charged to the group using the facility when the damage occurred.
- Any group failing to make payment of the fees when billed may be required to pay the balance and rental fee in advance for future usage.
- Indoor school facilities will be unavailable from the last day of school through the first week of school due to summer maintenance.

Non-school related organizations (Groups 3, 4 and 5) which use facilities, in addition to the general guidelines, will follow these special requirements for use of school facilities:

- Provide the school with a written statement of purpose and the organization's state registered non-profit or corporate number.
- Provide a certificate of liability insurance for at least \$1,000,000 listing Park Hill School District as an additional insured.

Use of Auditoriums

The use of the high school auditoriums shall be restricted to cultural events, educational assemblies, and recognition presentations. Scheduled use of the auditoriums shall be at least fourteen (14) days in advance, with detailed description of the activity and school support services needed. Arrangements will be made with the technical support supervisor for sound system and lighting. Basic responsibility for the auditoriums will be with the high school Principals and delegated to the two instructors that serve as drama and technical service sponsors. All activities in the auditorium will be supported by trained technical service club members under the supervision of a sponsor.

If any of the above General Guidelines are violated by an individual or group using the buildings, rights for future usage may be forfeited.

Fee Schedule

School Charges

The following charges will apply for all non-school related groups. These charges are based on a time limit of four hours; an additional charge will be incurred for use beyond this four hour limit. (Unless special arrangements are made, facilities will not be used later than 10:00 p.m.)

School/Area	Group 3	Group 4	Group 5
Elementary School Day School Early Childhood Education Center			
Classroom	\$0	\$32	\$57
Media Center	\$0	\$44	\$76
Kitchen	\$0	\$44	\$76
Multi-Purpose Room / Cafeteria	\$0	\$44	\$76
Gymnasium	\$0	\$57	\$107
GFEEC lower level large meeting	\$0	\$137	\$214

School/Area	Group 3	Group 4	Group 5
room			
Middle School			
Classroom	\$0	\$32	\$57
Media Center	\$0	\$50	\$101
Kitchen	\$0	\$50	\$101
Multi-Purpose Room / Cafeteria	\$0	\$50	\$101
Gymnasium	\$0	\$57	\$107
High School			
Classroom	\$0	\$32	\$57
Media Center	\$0	\$50	\$101
Kitchen	\$0	\$50	\$101
Multi-Purpose Room / Cafeteria	\$0	\$50	\$101
Gymnasium	\$0	\$82	\$139
Auditorium	\$126	\$252	\$378
District Office			
Classroom	\$0	\$68	\$107
Conference Room (<i>i.e.</i> Board Room, room 230)	\$0	\$137	\$214

Computer Lab Charges

Computer Lab fees include up to 24 desktop computers plus one teacher station. Rental fee is \$9.45 per hour per computer plus the classroom fee above.

Outdoor Facilities

Field keys require a \$150 deposit, which will be forfeited for lost keys or keys not returned within one week after the last scheduled practice.

Facility	Group 3	Group 4	Group 5
Football Stadium	\$315 for 4 hours	\$525 for 4 hours	\$788 for 4 hours
Soccer Stadium	\$315 for 4 hours	\$525 for 4 hours	\$788 for 4 hours
Soccer Field Football Practice Field	\$0	\$31.50 for 2 hours	\$63 for 2 hours
Track	\$0	\$15.75 per hour	\$31.50 per hour
Varsity Baseball Field (must be age appropriate and use high school base and pitching distances)	\$105 for 2 hours	\$105 for 2 hours	\$788 for 4 hours
Baseball Field	\$0	\$15.75 per hour	\$31.50 per hour
Varsity Softball Field (must be age appropriate and use high school base and pitching distances)	\$105 for 2 hours	\$105 for 2 hours	\$788 for 4 hours

Softball Field	\$0	\$15.75 per hour	\$31.50 per hour
Non-Field Grounds Use	\$0	\$10.50 per hour	\$15.75 per hour
Tennis Courts (all)	\$0	\$15.75 per hour	\$31.50 per hour

After Hour Utility Charges

After hour utility fees are charged to Groups 3, 4 and 5 to offset district utility costs for usage of school facilities outside normal hours. These fees include usage of utilities such as electricity, water, sewer and gas. For the purposes of this section, “after hour utilities” are based upon setback hours as defined in the district’s Energy Management program.

Elementary Schools	\$7.90 per hour
Middle Schools	\$13.55 per hour
High Schools	\$18.06 per hour

All after hour utility charges will be waived if the group opts out of heating/ cooling during their scheduled usage.

Extended Staff Hourly Charges

Extended staff hourly charges are applied in the case of work required outside the normal scheduled hours for each employee group. Extended staff hourly charges will be based on the average hourly wage and average hourly overtime rate for each work group as calculated on July 1 of each calendar year. Work groups include, but are not limited to:

- Custodial
- Grounds
- Maintenance
- Kitchen
- Technician

Additional charges, such as overtime, may apply if work is done after normal operating hours, weekends and/or holidays in compliance with the custodial and classified negotiated work agreements.

The Extended Staff Hourly Charges will be four hours minimum for Saturday and Sunday. These charges include custodial work for setting-up and taking down chairs, cleaning before and/or after the activity and any other preparation.

Other Operating Charges

Other operating charges include charges for excessive setup, administrative, technology usage, audio visual, safety, and/or utilities on non-teacher work days. Rates will be calculated based upon actual costs to the district to provide the services.