



Code: **KG-AR**
Adopted: 3/12/90
Readopted: 3/8/99, 4/14/03, 10/13/03, 9/10/12
Orig. Code: AR 9200

APPLICATION AND FEES FOR USE OF DISTRICT FACILITIES (new fee schedule effective as of September 1, 2003)

Priority for Use of District Facilities

Groups using facilities will be classified as follows, with priority for use in the order listed. The school principal will determine the classification of the applicant, and fees to be assessed.

- Class I
1. School/District sponsored activities for students.
 2. School/District sponsored activities for parents.
 3. School Parent Organizations' sponsored activities.
 4. District related activities.
 5. Governmental related organizations conducting official business.
 6. Youth serving organizations for the purpose of conducting youth activities.
- Class II Non-profit groups
- Class III Profit Groups

Regulations Governing Use of District Facilities

- There will be no drinking of intoxicating liquors in the buildings or on the premises.
- No building will be opened to community usage without the presence of a school custodian or other authorized school employee unless previous arrangements with the building principal have been made. All school employees who supervise facility use at a time other than their regular working hours will be paid by the district and the district will be reimbursed by the user.
- Equipment and furniture such as projectors, public address systems, pianos, spotlights, etc., shall be used and moved only with the approval of the building principal. A charge may be imposed if serviced and operated by school personnel.
- Application for building use will be received at the building no later than seven days prior to use.
- Any organization sponsoring the use of the buildings or grounds shall provide a supervisor without cost to the district for the entire time they are in use and shall assume full liability for any accidents to person or property that may occur upon the grounds or in the buildings during the time school grounds or buildings are in use under its supervision.
- Decorations will be flameproof and will not be fastened by nails or screws to any part of the building without permission of the building principal.
- A charge will be imposed for any additional cleaning or maintenance occurring from the sponsoring organization's use.
- The use of buildings or other property of the district shall not be granted to any organization or to any individual listed as subversive by the Attorney General of the United States.
- Additional regulations governing the use of the buildings or grounds may be required by the building principal, subject to the approval of the superintendent.

Special Facilities and Equipment

The use of district facilities will be under the cognizance of a school employee designated by the principal.

- Gymnasium
School gymnasiums may be used for purposes and activities appropriate to the facility. Appropriate gym shoes are required.
- Cafeteria
Kitchen facilities may be used only under supervision of a regularly employed cafeteria worker or appropriate school employee.

Groups using the kitchen and cafeteria facilities for dinners or banquets will be charged a rental fee for use of the kitchen, labor expenses of cafeteria and custodial personnel, rental fee for use of the cafeteria and the cost of the food and supplies used.

Administration

- Applications for use of district facilities will be submitted to the school principal on application forms provided by the district. The applications must be signed by an adult who will be responsible for the care of the facility. Applications must be submitted to the building principal at least seven days prior to use.
- No group will be admitted into the building before an adult supervisor arrives who is responsible for the use and care of the facility.
- The school principal’s responsibilities are:
 - ✓ To determine the proper category of the applicant;
 - ✓ To ascertain that the applicant will fit into the building use calendar and district policy;
 - ✓ To determine that the proposed activity will not interrupt the school program;
 - ✓ To determine that the proposed activity will not be harmful to the facility.
- The school principal will forward the application and appropriate recommendations, including fee assessment, if any, to the business office.
- The business office will be responsible for collecting appropriate charges.
- Fees for building use will be determined annually by the business manager.
- Exceptions to the above policy, procedures and fees may be adjusted at the discretion of the superintendent.

FEE SCHEDULE FOR SCHOOL FACILITY USE

- During regular hours of school operation, 8:00 a.m. – 10:00 p.m. Monday through Friday during the school year and 8:00 a.m. – 4:00 p.m. Monday through Friday during the summer. Cafeteria regular hours are 8:00 a.m. – 2:30 p.m. Monday through Friday during the school year.

CLASS	CUSTODIAL LABOR	CAFETERIA LABOR	GYM	CLASSROOM	MULTI-PURPOSE	KITCHEN	AUDITORIUM
I	0	0	0	0	0	0	0
II	\$20.00/hr	\$17.00/hr	\$5.00/hr	\$3.00/hr	\$5.00/hr	\$10.00/hr	\$20.00/hr
III	\$20.00/hr	\$17.00/hr	\$20.00/hr	\$10.00/hr	\$20.00/hr	\$30.00/hr	\$40.00/hr

- ❖ Labor charge applies to use for employee(s), if required. If not during regular working hours, rate will be calculated at time and one-half.
- ❖ Fees may be assessed for the use of chairs and/or tables.