

# **KF-RB**

## REGULATION

### **COMMUNITY USE OF SCHOOL FACILITIES**

#### **Definitions**

Agreement, as used herein, means the written contract for use of school facilities as issued to an applicant by the manager.

District, as used herein, includes the district and its agents and/or employees.

Licensee, as used herein, means any person, firm, association, organization, partnership, company, or corporation that applies for and is granted a contract to use the facilities of the District.

Manager, as used herein, means the community education coordinator, principal, or designee.

Property, facility, and premises are used herein synonymously.

#### **Authority**

The manager of the District is hereby authorized to enter into agreements with groups, individuals, et cetera, for the use of school facilities that, in the manager's opinion, are in the best interests of the District and are in agreement with District policy and procedure.

At least quarterly, the manager will provide the superintendent with a report on the agreements entered into under this regulation.

#### **Agreement**

All agreements shall be in writing on forms approved by the Superintendent, furnished by the District, and executed for and on behalf of the District by the manager.

An application for use of school facilities should be initiated at least one (1) week prior to the date(s) requested. Before approval will be given by the manager an application must show:

- Specific date(s) requested (duration of contract not to exceed one [1] year).
- Personnel and equipment requested.
- The purpose for which the facilities will be used.

## **Insurance**

Coincidentally with the approval for use and execution of the agreement, the licensee shall procure and maintain in full force during licensee's occupancy a policy of public liability and property damage insurance from a reliable insurance company authorized to transact business in the state of Arizona.

In addition to the licensee, the District shall be named additional insured in the policy, which shall include a minimum of one million dollars (\$1,000,000) combined single-limit bodily injury and property damage liability.

Responsibility for obtaining such insurance coverage rests solely with the licensee and will be shown on the agreement.

## **Rules for Use of Facilities**

The Business Manager has the right to impose rules, regulations, policies, or procedures and to set special rates and use arrangements that supplement this policy, regulation, and exhibits, that may be necessary for the best interest of the District.

All activities must be under competent adult supervision supplied by the licensee.

Regular use of school facilities for teaching of private lessons, other than those sponsored by city parks and recreation departments or by nonprofit organizations, shall not be permitted unless such use is approved by the manager.

## **Use of Athletic Fields**

Contracts may be issued for the following types of activities: sports organizations, and activities of other organizations judged by the manager to fit this class. However, blanket approval for use of a field will not be given; the outside group must furnish for approval a specific schedule of requested dates and times for use of the athletic field.

## **Use of Kitchen Facilities**

Separate arrangements must be made directly with the District Business Manager at least two weeks prior to the activity date for the serving of food and/or use of kitchen facilities. Cost for the food services help will be billed separately by the food services division, whereas the rental for the kitchen itself will be processed and billed as a rental of school facilities following the procedure outlined herein.

## **Community Education**

Policy KF does not apply to activities that are scheduled as part of the District's community education program. Such activities are considered to be school activities.

A request is made at the campus on which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The manager of the campus involved shall review the submitted request form, checking to be sure the applicant has filled in all of the necessary information and has signed the form. The manager shall note approval or non-approval, forwarding the request to the Business Manager in the District office. If approval is not recommended the request shall be forwarded with an explanation.

- The request form is sent from the District Business Manager back to the manager once acted upon. The manager is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reasons.
- If costs are involved, the manager asks the applicant to sign below the area specifying the fees and conditions.

Payment of projected fees are to be received in advance. All liability insurance is to be secured by the applicant, with evidence being sent to the Business Manager District office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement. Any cost overruns for services or equipment will be billed to the lessee.

### **School Facilities User Fees**

#### ***Class I***

This category, Class I, is one for organizations that are considered to be associated with the District, e.g., school associated groups or school-age children's activities.

School -sponsored activities	Teachers Organizations
School Clubs	P.T.G. / District Foundation
Booster Clubs	Extended Day Resources Program(s)
Community School Programs	4-H Clubs
Boy Scouts	Girl Scouts

#### **Class I - FEES**

#### **Facility**

NO charge

Subject to availability during operational hours.

#### ***Class II***

This category, Class II, is one for nonprofit-type civic or religious organizations and for political subdivisions.

Civic Organizations  
Educational Organizations  
Community College  
Community Concerts  
Churches  
Cultural Organizations

Government Organizations  
Service Organizations  
Recitals

**Class II - FEES**

**Facility**

\$40 first three (3) hours /  
\$13.33 added hours

Classroom-Standard

\$50 first three (3) hours  
\$16.66 added hours

Computer lab/specialized classroom, library

\$100 first three (3) hours  
\$33.33 added hours

High School - Multipurpose / Gymnasium

\$100 first three (3) hours  
\$33.33 added hours

Junior High - Multipurpose

\$60 first three (3) hours  
\$20 added hours

Elementary - Multipurpose

\$80 first three (3) hours  
\$26.66 added hours

Grounds / Field(s)

\$60 first three (3) hours  
\$20 added hours

Kitchens

***Class III***

This category Class III is for commercial or profit-making ventures.

Commercial or profit-making organizations.

Sports Organizations, profit and non-profit.

**Class III - FEES**

**Facility**

\$60 first three (3) hours /  
\$20 added hours

Classroom-Standard

\$75 first three (3) hours \$25 added hours	Computer lab/specialized classroom, library
\$150 first three (3) hours \$50 added hours	High School - Multipurpose / Gymnasium
\$150 first three (3) hours \$50 added hours	Junior High - Multipurpose
\$90 first three (3) hours \$30 added hours	Elementary - Multipurpose
\$120 first three (3) hours \$40 added hours	Grounds / Field(s)
\$90 first three (3) hours \$30 added hours	Kitchens

#### ***Class IV***

This category, Class IV, is for organizations that do not come under Category Classes I, II, or III above and therefore require a determination by the District Business Manager.

All fees are based on a three (3) hour minimum rental. Additional hours can be purchased at one (1) hour increments.

There may be a charge to users for custodial service during normal working hours (7:30 a.m. to 11:00 p.m., Monday through Friday), depending upon the extent of such service required. However, all users will be required to pay custodial services outside of the above-listed hours at a rate of time and one-half (1 1/2) the custodians' basic hourly wage. Custodial service on a holiday is charged at double the custodian's basic hourly rate. Additionally, charges for special custodial service will be made for a minimum of four (4) hours on each occasion. Other personnel required will be available at the District's costs.