

**RULES AND REGULATIONS
FOR USE OF SCHOOL FACILITIES AND GROUNDS
OF THE CENTER AREA SCHOOL DISTRICT**

PURPOSE

To ensure that maximum benefit be derived by the school system and community from properties held by the district, it shall be the policy of the School Board to permit the use of buildings and grounds by school and community organizations at such times as school is not in session, subject to policies, regulations and rules adopted by the Board.

AUTHORITY

The Board of School Directors shall authorize the Superintendent to cooperate with other organizations and groups by permitting use of school buildings and grounds, developing schedules for such use, arranging for supervision of activities, approving applications for permission to use facilities, designating school district personnel for purposes of administration and coordination, and assessing and collecting fees as herein set forth.

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

All requests for use of school facilities by an outside organization must be made in writing to the building principal. All applicants must use the **Building Usage Request** form and Application for use of the school facility should be submitted far enough in advance to allow the proper procedures (see above) to be followed for approval or denial.

Availability of facilities to non-school organizations will be determined after school needs are satisfied. First priority shall be given to school related groups. Applications by non-school organizations will be reviewed in terms of the benefit to be derived by the residents of the School District.

The nature of the program or activity for which the request is made must be clearly stated. All groups wishing to use the school facilities for fund-raising purposes must state that intent clearly in their letter of application. The Board reserves the right to approve or deny any request.

No reservation shall be considered in effect until official notification is received by the APPLICANT from the Secretary of the Board or the Superintendent of Schools. All leases and permits are subject to cancellation at any time upon a determination by the School District that facilities are needed for school use, or where it is evident that privileges and/or properties are being abused.

Only items and facilities requested on the application and entered on the permit will be made available. Building custodians are not authorized to furnish other items or facilities.

Only school authorized personnel are permitted to use the light panels, sound booth, public address equipment, stage apparatus, and other technical equipment, including such equipment related to athletic facilities and events. Additionally, The Board of Education does not provide the use of school furniture or other accessories, and the Board assumes NO responsibility for properties left on the premises by the applicant.

At the discretion of the Superintendent of schools or his/her designee, a site manager may be required at a cost to the applicant. The Site Manager must have free access to all rooms at all times.

Possession and/or Use of Drugs and/or Alcohol is prohibited on school property. Smoking (or use of tobacco products) is also prohibited on school property.

Spectators and participants will not be permitted in rooms or parts of a building not included in the permit. Applicants must receive permission from the district prior to putting up decorations or scenery or moving pianos or other furniture. Additionally, under no circumstances shall scenery or other property be stored in school areas unless prior approval is granted by the building principal. Nothing shall be sold, given, or exhibited or displayed without permission.

The group or organization obtaining a permit is liable to the School District for property damage resulting from careless, negligent or abusive use of the building, property or equipment. The group shall make appropriate financial reimbursement if such damage occurs, and waives any claims against the School District and its agents for damages occurring to property, participants, or spectators of the applicant group while on school premises.

The School District and its agents shall not be liable for injuries sustained by any person. The applicant group or person hereby agrees to indemnify, save harmless and defend the Center Area School District and its directors, employees, agents or assigns from and against any and all claims, demands, and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by the School District or others, or death of any person or persons, arising or growing out of or in connection with the use of school facilities granted pursuant to this application.

The school district will require a certificate of liability insurance from groups using the facilities covering a minimum of ___[See Scott]___ .

When the applicant group includes students K-12, and/or preschool members, adequate adult supervision must be provided. Building custodians are not permitted to admit participants until adult supervisors are present. Adult supervisors shall not leave the premises until all participants have departed.

Building custodians are not permitted to admit anyone to any facility unless their permit appears on the weekly calendar or they are instructed to do so by a school district administrator. The requesting party should call the reserved facility three (3) days prior to the scheduled event to insure that the event appears on the weekly calendar.

For the purpose of building security, no activity, or building/facility usage will be authorized or scheduled without a Center Area School District representative to insure the facility is occupant ready. **The district reserves the right to require a custodian to be scheduled for an event. (4-Hour Minimum)** Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.

The applicant is responsible for the preservation of order. If this requires police or security guard attendance, such arrangement is the responsibility of the applicant. The need to provide police or security guards shall be determined by the district. Satisfactory verification of security must be received by the district 72 hours prior to the scheduled event.

Food and refreshments are strictly limited to designated dining areas only.

Stage use may include dressing rooms, if requested; gymnasium use may include showers and locker rooms, if requested. These auxiliary areas must be supervised at all times. The School District reserves the right to reject any and all applications and to modify an application.

**CATEGORIES OF ORGANIZATIONS USING SCHOOL FACILITIES
DURING NON-SCHOOL HOURS**

Category 1

- A. School groups or school organizations with membership from the Center Area School District student body under the direction of a member of the School District staff, who receives compensation as the Board approved sponsor of the group or activity. Groups in Category 1A. are not subject to fees related to off-school hours.
- B. PTA, Booster groups, or Center Area School District Staff only groups (i.e. 100% of the members of the group using the facilities must be from the Center Area School District staff).
- C. Non-Profit Community organizations or groups, purposes and objectives related to secular education and recreation, membership from Center Area School District student body or township residents of school age, (Center Township Recreation Department). Center Township Recreation Club Sports recognized by the Center Area School Board, etc.
- D. Non-Profit Community organizations or groups, public school related, youth or public service oriented (Boy Scouts, Girl Scouts, service clubs, civic groups, Fire Company, Center Area School District alumni groups, League of Women Voters, and other non-structured social or recreational groups).
- E. Non-Profit Community organizations or groups, primarily not public school related or public service oriented such as church or church-affiliated, social groups, fraternal organizations and local political organizations.

Category 2

- A. For-Profit groups, Private groups, and Non-Community groups.
- B. Non-Community Non-Profit groups are eligible for a flat-rate rental fee in the amount of fifty percent (50%) of the full rental fee. Groups in Category 2B. may petition the board for a reduction in rental fees only. All other ancillary fees remain applicable.

FACILITY RENTAL FEES BY CATEGORY

Category 1

All groups identified in **Category 1** may use the school facilities free of charge. However, groups in categories B-E will be required to pay the appropriate custodial fees for use of school facilities during off-hours [Generally, Saturday after 3PM., Sundays, and Holidays, or other days/ shifts not covered under the custodial contract.]

Category 2

All groups identified in **Category 2** are subject to all applicable fees. Total charges shall be paid to the district at least five (5) business days prior to the event. Groups or individuals using the facilities on a continuing basis shall be billed monthly.

The Superintendent of Center Area School District and/or the Board of School Directors will have the authority to approve or deny a request for use of any facility at their discretion.

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OF THE CENTER AREA SCHOOL DISTRICT (continued)

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