

## COMMUNITY USE OF SCHOOL FACILITIES

As a service to the community, and in accordance with State law, the Board of Education may allow the use of public school facilities by individuals, groups and associations for educational, recreational, social, civic, philanthropic, and other similar purposes as the Board deems are for the best interest of the community.

School property shall not be used for professional athletics, displays of fireworks, gambling, professional carnivals, dispensing or consuming of intoxicating beverages, or any other purpose which is contrary to the aim of the Fort Zumwalt School District.

The Fort Zumwalt School District reserves the right as permitted by law to deny any organization use of school facilities if Fort Zumwalt School District reasonably believes the organization and/or the activities may present a danger to the health and/or safety of the district.

### **Guidelines for Application for School Facility Usage**

1. Groups issued authorization to use district facilities will be comprised of Fort Zumwalt School District residents and students. Groups or organizations based within the Fort Zumwalt School District will receive consideration before those located outside the district. Groups not made up of Fort Zumwalt School District residents and students will be charged a rental fee and will be approved only if times/dates/spaces are available.
2. Any individual, group, or organization desiring to use school facilities after school hours or on weekends must complete an Application for School Facility Usage. District employees requesting use of school facilities for non-district administered activities, whether acting as an individual or part of a group, are subject to the guidelines and associated fees for the type of use being requested.
3. Resident groups desiring to enter a school year-long agreement with the school district for weekday or weekend use will submit an Application for School Facility Usage along with a letter requesting that commitment. The letter should include the reason for needing a school year-long agreement.
4. The application must be submitted to the principal of the building who will check the regular school activities calendar to determine availability. Applicants will be allowed one night and one time slot at a building. Applications for more than one evening each week, more than one facility in the district, or usage for practice of a particular sport outside the normal season of that sport shall only be considered if space is available. The Superintendent or his designee may limit the number of facilities or usages by a group or organization.
5. High School Gymnasiums are not available for use by the general public due to the demanding schedule of each high school activity program. Scheduling opportunities for use of the gymnasium will be completed once the high school activity calendar is established and under the direction of the activity coordinator.

6. Since these organizations have no direct affiliation with the Fort Zumwalt School District, they must present a certificate of insurance and cover any cost for supervision and/or cleanup as determined by the District.
7. Varsity athletic fields are not available for use by the general public due to the demanding schedule of each high school activity program. Recognized programs, comprised of Fort Zumwalt students, designed to develop talent for each specific high school will be allowed five (5) days each fall and two (2) days in the spring for varsity field use as a means of enhancing the purpose of their program. Scheduling opportunities for use of the varsity field will be completed once the high school activity calendar is established and under the direction of the activity coordinator. Since these organizations have no direct affiliation with the Fort Zumwalt School District, they must present a certificate of insurance and cover any cost for supervision and/or cleanup as determined by the District.
8. Use of any District athletic field is a privilege which requires groups to follow all District Guidelines. Outdoor Facilities at the elementary and middle schools are available for community use on a first come-first served basis. High School athletic fields are available by permit use only as to not let usage interfere with District athletic and activity schedules. **Fields other than lighted stadiums can only be used during daylight hours on all campuses for insurance purposes. Portable lighting of any type is not allowed on school district property.**

Outdoor facilities may not be used by profit organizations without permission of the Superintendent. The building principal may make exceptions for school sponsored activities.

9. After processing at the building level, the application will then be forwarded for review and final approval by the Superintendent or his designee. In no case shall verbal commitments for use of facilities be considered binding upon the District.
10. Groups will only be provided access to the rooms or spaces specifically requested in the application and only for the dates requested and approved. Approval to use district facilities does not give permission for the group to use district equipment such as interactive whiteboards, computers, electronic equipment, musical instruments, public address systems, projectors, kitchen appliances, scoreboards, or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion any may charge a fee or security deposit for such use. The superintendent or designee may determine that some equipment may only be used by district staff and charge the group for the cost of providing a knowledgeable employee, such as a technician for the auditorium or a cook for using kitchen appliances.
11. The signing of the Application for School Facility Usage shall be interpreted as a guarantee to the district that the organization will be responsible for proper use of the premises, adult supervision, orderly conduct of the meetings held under its control, and payment of fees and/or damage and/or destruction to school property or equipment which was a result of the organization's use of the facility.
12. A representative of the group or organization wishing to use district facilities must obtain application forms and regulations from the school. Once the application form has been filled

out and the regulations read, the applicant should return paperwork to the school for processing. Any required deposits and/or certificates of insurance are due prior to use.

13. All groups/organizations are required to provide a certificate of insurance with a minimum of one million in liability, and naming the district as an “additional insured”. An Agreement to Hold Harmless will be accepted for groups of 20 participants or less. Proof of insurance must be provided prior to using the facilities.
14. Facility usage permits will terminate at the end of the school year. Buildings will begin receiving applications on **June 15** for the following school year. No applications will be received prior to this date. Usage will be approved each year according to the priority order established by the district.
15. Priority Use of School Facilities:
  1. District educational programs and school/school-sponsored activities
  2. School-related activities
  3. Youth Activities (resident)
  4. Civic/community activities
  5. Other (non-resident activities)
16. Facilities will not be rented during summer months when school is not in session.
17. As a general rule, classrooms will not be rented.
18. A usage agreement may not be transferred. Throughout the term of the contract, each facility usage must be consistent with the information provided on the application form, namely; purpose for which building will used, number of participants, charges to participants and/or attendees, person in charge. Any change in the name and phone number of the person in charge of the facility usage must be reported to the school and district office.
19. Elementary school facilities close at 9:00 p.m; secondary school facilities at 10:00 p.m.
20. Approval of an application for usage when staff members are not regularly scheduled to work shall be contingent upon availability of custodian(s) and/or student nutrition service employee(s) who currently work in that building. Custodians and student nutrition service workers will work a minimum of 4 hours on weekends.
21. Fees paid in advance should accompany the Facility Usage Report. All other fees will be billed by the office of the Superintendent.
22. The District prefers that all charges be paid by check. If a school employee accepts payment, a receipt should be issued and the payment should accompany the Facility Usage Report.
23. A refundable deposit, determined by the Superintendent or his designee, may be required when an application is processed, to be used against any damages and/or destruction to property/equipment or out-of-the-ordinary cleaning as a result of the rental. If the facility is left in good order, the deposit will be returned after the contract for facility usage has been completed.

24. The building principal will be responsible for notifying the person in charge of any unacceptable behavior or violations of the facility usage regulations. For minor infractions, one warning letter will be sent. Any subsequent infractions will be cause for cancellation of the group's usage agreement.
25. Any application holder that fails to show up at their scheduled time on two occasions will forfeit their application.
26. The Superintendent or his/her designee may deny usage if the group or organization seeking to rent the facility has not complied with these guidelines or allows any illegal or dangerous activities to take place in the facility.
27. Baseball/Softball practice is prohibited and no equipment relating to these sports is allowed inside the buildings. Soccer, football and futsal may only be practiced in the buildings when a non-regulation balls are used (NERF style only).
28. Games of chance when cash is paid out are prohibited when on school property or when the school is directly involved. This includes bingo, 50/50, heads or tails, etc.

### **Before or After School Services**

Any organization or group submitting the Application for School Facility Usage to use District facilities for the purpose of providing before and/or after school services to District students acknowledges that the organization or group does not and will not discriminate on the basis of race, color, national origin, gender, or disability in providing services or benefits to District students. If, after an organization or group receives approval to use District facilities, the District receives a formal written complaint from a participant/recipient of the organization's or group's services or benefits, or a participant's/recipient's parent/legal guardian, alleging that the organization or group is discriminating on the basis of race, color, national origin, gender, or disability, the District will notify the organization or group of the formal complaint. If after receiving notification of the complaint, the organization or group fails to address the situation alleged in the complaint in order to comply with the District's nondiscrimination policy, or denies the allegation(s) in the complaint, the District will investigate the allegation(s) raised in the complaint. If, after investigating a complaint, the District determines that the organization or group is not complying with the District's nondiscrimination policy, the District will advise the organization or group of its findings. If, after being advised of non-compliance with the District's nondiscrimination policy the organization or group fails or refuses to comply with the non-discrimination policy, the District will terminate the organization's or group's use of school facilities. The Application for School Facility Usage must be filled out for each building used.

### **FEES FOR USE OF SCHOOL FACILITIES**

The use of buildings by teacher organizations will be in accordance with current district policy.

For all other organizations and meetings, the following schedule of facility charges will be made. Appropriate additional charges may be made for facilities or service not included in the rates listed below, e.g. custodial, student nutrition service, police security.

The profit organization fee will be charged to a group or company whose use of facilities is related to a profit-making business and/or who will be charging a fee to participants or admission to the activity. The district reserves the right to determine the fee based upon the purpose of the activity, how the fees or profits will be used, and whether the program will benefit district youth.

No charge for school facility usage will be made for the regular meetings of the following organizations:

- Parent/Teacher Councils
- Booster Clubs
- Non-profit *district* youth-related organizations (Unless a fee is charged to participants)

Charges will be made for special activities sponsored by these groups whenever additional cost is accrued by the school district. *Groups will be charged \$30.00 per hour for a custodian when activities are scheduled on weekends or days when custodians are not regularly scheduled to work. A minimum of four hours will be charged for custodial use.*

**Monday thru Friday resident rates per hour for non-profit organizations** (IRS letter determining non-profit status may be required):

Small Gym (elementary)	\$20.00
Multi-Purpose Room (elementary)	\$25.00
Small Gym (secondary)	\$20.00
Large Gym (secondary)	\$25.00
Commons Area (High School)	\$20.00
Cafeteria	\$20.00
Kitchen**	\$20.00
Student Nutrition Services Employee	\$25.00 (minimum of 4 hours required)
Custodian Employee	\$30.00 (minimum of 4 hours required)
Classroom*	\$10.00
Library*	\$60.00
Security (when required)	Fort Zumwalt pays the current rate that O’Fallon and St. Peters Police charge.

\*As a rule school libraries and classrooms will not be rented unless the building principal approves.

\*\*When the kitchen is being used by a group a student nutrition service employee must be present.

**Saturday and Sunday resident rates per hour for non-profit organizations** (IRS letter determining non-profit status may be required):

Small Gym (elementary)	\$30.00
Multi-Purpose Room (elementary)	\$40.00
Small Gym (secondary)	\$40.00
Large Gym (secondary)	\$50.00
Commons Area (High School)	\$40.00
Cafeteria	\$40.00
Kitchen**	\$40.00

Student Nutrition Services Employee	\$25.00 (minimum of 4 hours required)
Custodian Employee	\$30.00 (minimum of 4 hours required)
Classroom*	\$30.00
Library*	\$60.00
Security (when required)	Fort Zumwalt pays the current rate that O’Fallon and St. Peters Police charge.

\*As a rule school libraries and classrooms will not be rented unless the building principal approves.

\*\*When the kitchen is being used by a group a student nutrition service employee must be present.

**Sunday thru Saturday non-resident rates per hour:**

Small Gym (elementary)	\$80.00
Multi-Purpose Room (elementary)	\$100.00
Small Gym (secondary)	\$100.00
Large Gym (secondary)	\$120.00
Commons Area (High School)	\$100.00
Cafeteria	\$100.00
Kitchen**	\$120.00
Student Nutrition Services Employee	\$25.00 (minimum of 4 hours required)
Custodian Employee	\$30.00 (minimum of 4 hours required)
Classroom*	\$30.00
Library*	\$60.00
Security (when required)	Fort Zumwalt pays the current rate that O’Fallon and St. Peters Police charge.

\*As a rule school libraries and classrooms will not be rented unless the building principal approves.

\*\*When the kitchen is being used by a group a student nutrition service employee must be present.

**Custodial/Student Nutrition Service Assistance**

On days when school is not in session, custodial assistance is required. As well, building and/or district administration may require custodial assistance if deemed necessary. In such cases when custodial or food service assistance is needed or required, an additional charge of thirty (30) dollars per hour will apply for a custodian and twenty-five (25) dollars per hour will apply for a student nutrition service employee with a minimum of four hours. The charges for custodial and/or student nutrition service employees fees will be calculated on the accrued hours required for preparation and clean-up before, during and after the activity. Organizations will be billed for all charges. Custodians and Student Nutrition Service employees will be paid through district payroll.

**Security Assistance**

The administration of the Fort Zumwalt School District may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/Security will be paid by the Fort Zumwalt School District.

## **Turf Fields**

As a rule varsity fields are not available for public use, however, recognized programs comprised of Fort Zumwalt students, designed to develop talent for each specific high school will be allowed five (5) days use of the turf field in the fall and two (2) days use in the spring as a means of enhancing the

purpose of their program. Since these organizations have no direct affiliation with the Fort Zumwalt School District they must present a certificate of insurance, follow all rules and regulations concerning use of the field and cover all charges assigned by the School District.

## **Fees and Deposits for Use of Turf Fields**

**A \$200.00 deposit must be given at the time of application which will be applied to payment on the final invoice.**

### **Turf Field rates per hour:**

Field Rental	\$150.00*
Lights	\$100.00
Security (when required)	Fort Zumwalt pays the current rate that O'Fallon and St. Peters Police charge.
Event Supervisor	\$30.00 (Required for night use)
Custodian Employee	\$30.00 (minimum of 4 hours required)

\*Fee is waived for the programs described above.

## **Turf Field Regulations**

- A. No food and beverages on the field.
- B. No chewing gum or tobacco on the field.
- C. No smoking on the field or on school district property.
- D. No open flames, fireworks, welding, etc. on the field.
- E. Keep field areas free of litter, debris, mud, and dirt and oil spillage.
- F. Utilize trash and litter containers.
- G. Set up drinks for athletes during practice breaks off the field.
- H. No vehicles, grills, generators or any other mechanical equipment is allowed on the field.
- I. No parking vehicles on the field.
- J. **No *SUNFLOWER SEEDS* allowed on field.**

## ***GUIDELINES FOR USE OF DISTRICT AUDITORIUMS***

### **Priority Use**

1. District educational programs and student activities
2. School-related activities
3. Civic/community activities
4. Commercial/non-resident activities when approved by Superintendent

When there is a schedule conflict between school activities, the auditorium manager will contact the appropriate supervisors and attempt to resolve conflicts by consensus. If the conflict is not resolved, the auditorium manager will, except in special circumstances, give priority consideration in the following order: high school, middle school, elementary.

Once a community activity is scheduled, it will not be eliminated or rescheduled for a school activity without consultation and agreement of the affected party except when, in the judgement of the Superintendent or his/her designee, there is no other alternative.

### **Scheduling**

The auditorium manager is delegated the authority for scheduling activities in the auditorium. Applications must be made on the district auditorium Application and Contract for Use of Auditorium form.

During regular school hours, the auditorium is available only for educational or activity programs. Exceptions must be approved by the Superintendent or his/her designee.

District activities will be scheduled between April 1 and the beginning of the upcoming school year. District activities not pre-scheduled may lose their preferential consideration.

The district will accept community use requests for the auditorium for the coming year beginning **July 1st**. Community usage will be on a first come, first serve basis. The auditorium will be available for community use whenever it is unscheduled for school use provided the request is outside of normal school hours and appropriate approved personnel are available to open and supervise the building.

The auditorium may not be reserved for extended periods of time for set-up/rehearsals. Arrangements for special activities, e.g. high school drama productions, shall be approved by the auditorium manager as the schedule permits.

### **Regulations for Use of Auditorium**

All activities must be finished by 10:00 p.m. unless an exception is approved in advance by the auditorium manager.

Crowds are not to exceed the capacity of the auditorium (East High – 695; North High – 488; South High – 711; West High - 734). No standing room only.

No food or drink, or smoking is permitted in the auditorium complex.

No selling of concessions will be permitted in the auditorium or lobby.

No alcoholic beverages or smoking are allowed on school premises.

No activity will be permitted that might endanger the auditorium facilities or the persons attending.

Rental groups are responsible for providing appropriate supervision of participants.



Each contracted day is not to exceed eight hours and must be scheduled on consecutive days. Contracted days that exceed eight hours will incur additional charges.

All groups/organizations are required to provide a certificate of insurance with a minimum of one million in liability, and naming the district as an “additional insured”.

A limited light and sound system will be provided as part of the contract. Rental groups must provide an operator for this equipment. The control booth and prop storage will not be available.

Props, scenery, equipment, etc. shall not be brought in and left in the auditorium prior to performance/rehearsal.

Scenery and other equipment provided by the organization using the auditorium must be removed from the building promptly after the event. If such equipment, materials or rubbish is not removed by the sponsoring organization, the party to whom the permit was issued will be required to pay a removal and clean up charge.

Rental will include auditorium, auditorium lobby, back stage area and dressing rooms. Rental does not include classroom space. Band and Orchestra rooms with equipment/computers stored in them may not be rented.

The district is not responsible for loss or theft of personal items left in dressing rooms, stage areas, etc.

In the case of severe weather, cancellations will be determined by the Superintendent or his/her designee.

### **Fees and Deposits for Use of Auditorium**

All school events, the primary purpose of which is student performances recognition, and other school-related activities will be without charge. Other usage will be determined as follows:

**Resident rates per hour for non-profit organizations** (IRS letter determining non-profit status may be required):

Auditorium	\$75.00
Technician Fee	\$35.00
Custodian Employee	\$30.00 (minimum of 4 hours required)
Security (when required)	Fort Zumwalt pays the current rate that O’Fallon and St. Peters Police charge.

### **Resident rates per hour for profit organizations:**

Auditorium	\$125.00
Technician Fee	\$ 35.00
Custodian Employee	\$ 30.00 (minimum of 4 hours required)
Security (when required)	Fort Zumwalt pays the current rate that O’Fallon and St. Peters Police charge.

**Non-Resident rates per hour:**

Auditorium	\$300.00
Technician Fee	\$ 35.00
Custodian Employee	\$ 30.00 (minimum of 4 hours required)
Security (when required)	Fort Zumwalt pays the current rate that O'Fallon and St. Peters Police charge.

A \$100 deposit will be required at the time the application is submitted to be used against any damages or destruction to property or equipment. Any damage or destruction determined to have occurred

during the term of the rental agreement will be the responsibility of the renting group. The repair cost will be deducted from the deposit. If the cost exceeds the amount of the deposit, the applicant will be billed for the balance. If there is no damage, the full deposit will be applied to the total charges.

**Technician Fee**

All non-district groups/organizations will incur a technician fee of Thirty-five (35) dollars per hour when utilizing the Fort Zumwalt School District auditoriums.

**\*Custodial/Student Nutrition Service Assistance**

The administration of Fort Zumwalt may require custodial assistance if deemed necessary. In cases when custodial assistance is needed or required, an additional charge of thirty (30) dollars per hour will apply for a custodian and twenty-five (25) dollars per hour will apply for a student nutrition service employee with a minimum work time of four hours. Organizations will be billed for these charges and the custodian will be paid through District payroll.

**Security Assistance**

The administration of the Fort Zumwalt School District may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/Security will be paid by the Fort Zumwalt School District.

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Fort Zumwalt School District, O'Fallon, Missouri