

Community Use of District Facilities



PROCEDURES HANDBOOK

COMMUNITY USE OF DISTRICT FACILITIES

Policy Statement

As a service to the community and in accordance with law, the Board of Education may allow community groups, as defined in the Platte County R-3 School District Community Use of District Facilities Guidelines, to use district facilities for educational, recreational, social, civic, philanthropic and other similar purposes when facilities are not being used by the district or district-sponsored groups. Please review the board policy and administrative procedure related to Community Use of District Facilities.

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=378&revid=5sDkSpluX6s6qegBJKEsQplusQQ==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=1QSfUuz8WRJ5slsh0xnyVwukQ==&PG=6&IRP=0>

Any questions about facility use or to report any facility concerns, please contact the Platte County R-3 Operations Department at (816) 858-5420 extension 2130.

Procedure for Requesting Facilities

- 1) Requests for the use of facilities by ALL groups/organizations shall be made using the District's online facility request software program. Requests shall be submitted at least **14 days** prior to the date the specified facilities are desired. Any request less than 14 days prior will be processed to the best of our ability, but no guarantees these requests will be given consideration.
- 2) No reservation will be made until the application and certificate of insurance are submitted and approved by the PCR-3 Operations Dept.
- 3) Users will be invoiced after the event in accordance with the schedule of usage fee and/or rental charges. All checks shall be made payable to the **Platte County R-3 School District**.
- 4) Organizations and/or groups using school district facilities must designate one adult member of its group to be in charge of, and responsible for, the program or activity at the time of application for use of facilities. This person shall be responsible to ensure the following expectations are successfully followed:
 - a) Supervision of all event members and spectators (including children) to ensure everyone associated with the event/activity stay in the approved areas or spaces. At least one assigned chaperone must be present and shall be responsible for the conduct and control of all participants and spectators throughout the event. This chaperone must be present before the event starts, during the entire event time, and remain on site until event participants and spectators have left the premises.
 - b) Upon arrival, communicate with the building custodian to let them know what spaces they have been approved to use and what time their approval covers. The building custodian will confirm the approved use with the District Master Facility Calendar. Building custodian will also provide facility assistance when needed.
 - c) Ensure the event or activity is done in a manner to keep all participants and spectators safe and the facility is protected from damage to the extent possible.
 - d) Ensure all district equipment is protected, appropriately used, and only used if prior permission was granted.
 - e) Ensure all trash created from this event/activity is disposed of in appropriate containers. Failure to take care of the facility or not appropriately disposing of trash will be grounds for future denial of facility use requests.
 - f) Remain in facility until all participants and spectators have left the premises, all equipment is properly put away, and all doors secured to the extent possible.

- g) Communicate immediately with the building custodian, building principal and PCR-3 Operations Department about any facility concerns, damage or emergencies. Call 911 for any emergency that poses a safety risk.
- 5) The Platte County R-3 School District reserves the right to require any organization to have security protection, supervision personnel and/or traffic supervision. Such requests will be at the discretion of the PCR-3 Operations Department and at the expense of the facility user. All personnel assigned to provide these services shall be approved by the Platte County R-3 School District.
- 6) The Platte County R-3 School District reserves the right to grant, deny, reschedule, or relocate a facility user at any time for the purpose of effective and efficient management of District facilities.
- 7) Outside facility user groups may begin requesting facility space on the following timeline:
 - a) Reservation requests for June 1 – July 31 = Request date begins April 1
 - b) Reservation requests for August 1 – December 31 = Request dates begins June 1
 - c) Reservation requests for January 1 – May 17 = Request dates begin November 1
- 8) All facility reservations that occur outside of normal custodial hours (typically 6:00 am to 10:00 pm, Monday – Friday) will incur a custodial fee. Custodial fees have a two-hour minimum charge.
- 9) Buildings will be generally closed on school holidays or any day District staff is not scheduled to work unless special permission is granted. If special permission is granted, personnel costs shall be paid by facility user. When school functions are canceled due to inclement weather or facility safety concerns, outside user events will be canceled unless special permission is granted.

Facility Use Guidelines

- 1) Facility User(s) will be assessed the fees based on their User category and fee schedule as indicated in Facility User Groups, Fee Structure and Priority Process sections below.
- 2) No group will be permitted use of school facility if it interferes or conflicts with school or school-endorsed programs/activities. The PCR-3 Operations Department reserves the right to cancel any outside group use should a conflict with a school program arise. Notification will be given in advance of such cancellation to the extent possible.
- 3) Smoking or use of tobacco products, electronic cigarettes, and imitation tobacco or cigarette products are prohibited on all school property.
- 4) Controlled substances and alcohol are prohibited on all school property (indoor or outdoor). If this provision is violated, an organization or individual will be denied the privilege for future facility use.
- 5) The sale or use of any product not allowed by board policy is strictly prohibited. All PCR-3 Board Policies can be found at https://www.plattecountyschooldistrict.com/leadership/board_of_education/school_board_policies.
- 6) Food or drinks are not allowed in the auditorium or any space not approved for that purpose.
- 7) Appropriate footwear is required for gym use (tennis shoes) when the gym floor is used for sport purposes. Only appropriate footwear is permitted on the track and outdoor athletic fields (tennis shoes, track spikes, sport cleats where appropriate).
- 8) No outside group may alter the facility in any way without prior approval. This includes hanging banners or signs, altering lighting/sound settings in the auditorium, or adjusting equipment control settings. Temperature over-rides are allowed to be used on thermostats in the approved space.
- 9) Only approved and trained personnel will be allowed to operate light and sound systems. Facility users will be required to pay an hourly rate indicated in the fee schedule. If district approved light and sound operators are not available, the facility request will be denied.
- 10) Putting up decorations or moving/removing furniture or equipment is prohibited unless special

permission is granted prior to event.

- 11) Non-district equipment or property will not be stored in any auditorium, storage facility or on school property unless special permission is granted by the PCR-3 Operations Department. Any special permission will only be granted on a temporary basis if granted at all.
- 12) The PCR-3 School District assumes no responsibility for non-district property left on premises.
- 13) It is a violation of school board policy to possess, carry or bring any weapon on school property. Any violation of this policy will be grounds for immediate termination of facility use privileges and loss of opportunity for future facility use.
- 14) Any facility user using Platte County School District facilities is required to restore any property to original condition and replace any equipment damaged beyond normal wear and tear. The PCR-3 School District will be the sole judge of any damage or destruction of property beyond expected wear and tear. Facility users will be responsible to cover costs for repairs, loss or replacement of any damage to school property.
- 15) Facility users may not sublet any district facilities and must only use the areas approved for use.
- 16) School equipment shall not be used by outside groups without specific approval for the equipment. Users that have been given permission to use equipment shall carefully inspect and test equipment before use. It shall be presumed that the user has, in fact, examined any equipment to be used and found it to be safe, in good working order and accepts the equipment in an "as is" condition. Users agree to use approved equipment at his/her own risk.
- 17) Facility users may not bring live animals onto district property unless they are service animals allowed by law, or special permission is granted.

Custodial, Food Service, Audio-Visual, Security, Light and Sound Staff Expectations

- 1) The District will determine when custodial, food service, audio-visual, security/supervision, and/or light and sound personnel are required for an event/activity.
- 2) Whenever the service of any support personnel is required by the District, the cost for that service will be the responsibility of the facility user. The district will schedule adequate and appropriate support staff at their discretion, however will work to do so in the most efficient and economical manner feasible. Cost for custodial, A/V, light and sound operators, security or supervision support is per hour, per person as indicated in the fee schedule. Support personnel will be scheduled to arrive 30 minutes prior to facility use or facility set-up, and leave 30 minutes after facility clean-up. This will allow support personnel appropriate time to open and secure the facility, and all of that time will be invoiced to the facility user. Some events will be required to have multiple support personnel depending on the size and type of activity.
- 3) Food service support personnel must be present, and paid for by the facility user, anytime school kitchens are approved for use.
- 4) The PCR-3 School District will pay all assigned support personnel and invoice the facility user for reimbursement. At no time is an organization or facility user to pay the employee directly.

Hold Harmless Clause

- 1) The Facility User undertakes and agrees to indemnify and hold harmless the PCR-3 School District, School Board, School Board Elected and Appointed Officials, Administrators, Principals, Teachers and all other School Employees, Volunteers or Representatives, and all persons and bodies corporate acting for or on behalf of them, against liability, claims, demands, actions, suits, damages, proceedings, costs

and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

Certificate of Insurance

- 1) The Facility User is to take out and maintain current throughout the term of the agreement a General Liability insurance policy with an insurer having an A.M. Best rating of B+ or better, in which the school is indemnified for any claims whatsoever (including injury to persons and damage to property) meeting the following insurance requirements:
 - a) General Aggregate = \$2,000,000
 - b) Products Completed Operations Aggregate = \$2,000,000
 - c) Personal and Advertising Injury = \$1,000,000
 - d) Each Occurrence = \$1,000,000
 - e) Fire Legal Liability = \$50,000
 - f) Medical Payments = \$5,000

Facility User(s) and School agree that any insurance policies procured by User(s) that provide benefits or protection for the School shall be primary and that any policies procured by School that might happen to provide protection or benefits to the School arising out of User's use of the School premises shall be excess.

- 2) The certificate holder listed below shall be an Additional Insured on a Primary & Non-Contributory basis for all policies. An actual copy of the Additional Insured endorsement is required with the Certificate before the facility can be used. A 30-day cancellation notice is required.
- 3) Certificate Holder:
 - a) Platte County R-3 School District
District Education Center
998 Platte Falls Road
Platte City, MO 64079

Any questions concerning these requirements can be directed to the District's Operations Department at (816) 858-5420 extension 2130 or jurkovad@platteco.k12.mo.us.

Cancellations

- 1) The PCR-3 School District encourages the use of school facilities by a variety of groups when this use does not conflict with district activities. However, the District discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, any facility user that reserves space and does not use it without giving proper cancellation notice will be charged \$30 per occurrence. Proper cancellation notice is defined as a minimum of 72 hours unless emergency circumstances do not allow for that notification. If a group has four (4) of these situations in a given year, they will be removed from the approved users list and will jeopardize future facility use. If the School District cancels in-district activities due to inclement weather or facility safety concerns, all outside user events will be canceled as well unless specific permission is granted.

Facility User Groups

(All facility user groups listed below must be in compliance with PCR-3 Board of Education policy KG and KG-AP1 to be considered eligible for facility use)

Category 1 = PCR-3 School Sponsored Groups

School Sponsored Groups are led by staff that are hired and paid by the Platte County R-3 School District. The District is responsible for approving meeting dates and schedules, and has financial oversight of the activity. Any payment of fees for participating in the activity are made payable directly to the Platte County R-3 School District.

School sponsored groups include the following:

- *All PCR-3 approved extracurricular and co-curricular programs
- *All PCR-3 approved clubs and school organizations

Fee for Category 1:

- *No facility rental fee
- *Typically no supplemental fees, however activity specific insurance and personnel fees **may** be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Fees are only assessed if additional personnel costs are needed for an event, and/or if the event is for an optional activity not associated with normal meeting or competition dates. (Example - Fundraising events outside of normal hours of operation)

Category 2 = PCR-3 Program Partners (non-profit)

Non-profit Program Partners are groups led by individuals that are not hired or paid by the District. The District is not responsible for setting meeting dates or schedules, and does not have financial oversight of the organization and/or activity. Program partners are organizations that have an approved partnership with the District and maintain a non-profit status.

PCR-3 Program Partners (non-profit) include the following:

- *Platte County R-3 Education Foundation
- *Platte County R-3 Booster Groups directly associated with a MSHSAA sanctioned activity
- *PCR-3 approved PTO or PTSO organizations for activities with the primary purpose to support and further the mission of the District and which are solely administered by the PTO/PTSO,
- *Platte County R-3 Alumni Association for activities with the primary purpose to support and further the mission of the District and which are solely administered by the PCR-3 Alumni Association.
- *PCR-3 approved Program Partners for activities with the primary purpose to support and further the mission of the District and which are solely administered by the PCR-3 Program Partner. (Examples include YMCA, community partners such as Parks and Recreation, Boy Scouts and Girl Scouts of America, Mid-Continent Library, Community Emergency Management Services, Government agencies, approved Civic organizations)

Fee for Category 2:

- *No facility rental fee
- *Activity specific insurance and personnel fees **may** be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

Category 3 = Youth Community Groups (non-profit)

Youth Community Groups are organizations led by individuals not hired or paid by the District. These are non-profit organizations or other public agencies from our local school district community that have the sole purpose of providing positive activities for school-age children.

Youth Community Groups (non-profit) include the following:

- *Platte County youth athletic organizations
- *Platte County youth education organizations
- *Platte County youth recreation or service organizations

Fee for Category 3:

*Category 3 users may pay a reduced rate based on the percentage of youth participants being Platte County R-3 students. Category 3 Users must provide a current and accurate team roster indicating the number of current Platte County R-3 students. *(See user category 3 fee structure below)*

*If 75% or more of the youth participants from the organization are Platte County R-3 students, no facility rental fee.

*If 50% or more of the youth participants from the organization are Platte County R-3 students, facility rental fee is 25% of current rental rate.

*If 25% or more of the youth participants from the organization are Platte County R-3 students, facility rental is 50% of current rental rate.

*Below 25% of youth participants from the organization that are Platte County R-3 students, facility rental is 75% of current rental rate.

*Activity specific insurance and personnel fees **will** be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

Category 4 = Community Groups (non-profit)

Community groups are organizations led by individuals not hired or paid by the District. These are non-profit organizations or other public agencies from our local school district community that have the primary purpose of providing positive programs and/or services to the local community.

Community Groups (non-profit) include the following:

- *Local religious organizations
- *Local community affiliated groups

Fee for Category 4:

*Facility rental fee is 50% of current rental rate

*Activity specific insurance and personnel fees **will** be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

Category 5 = Private User (non-profit or for profit)

Private user groups are organizations led by individuals not hired or paid by the District. Private user groups are organizations and/or individuals, for profit or non-profit, that use the facility for a personal event or for an event to raise revenue

Private User Groups (non-profit or for profit) include the following:

- *Commercial groups
- *Community affiliated groups from outside of school district boundaries
- *Private individuals and/or groups using the facility for personal purposes

Fee for Category 5:

*Facility rental fee at the full current rental rate

*Activity specific insurance and personnel fees **will** be assessed in accordance with current rates depending on the nature of the activity and/or the time and type of facility being used. Personnel fees include custodial, kitchen staff, technical assistance staff, security, and/or supervision staff as needed. The District determines the personnel needs based on estimated number in attendance, type and amount of space used, set-up and clean-up needs, type of activity or event, security needs, and supervision for safety of participants and protection of facility.

Fee Structure and Priority Process

*All fees are per hour, per space

Indoor Facilities:	Category 1	Category 2	Category 3	Category 4	Category 5
Auditorium	N/A	N/A	\$75/\$50/\$25/\$0	\$50 (2 hour min.)	\$100 (2 hour min.)
Cafeteria	N/A	N/A	\$39/\$26/\$13/\$0	\$26	\$52
Multipurpose Room	N/A	N/A	\$15/\$10/\$5/\$0	\$10	\$20
Classroom	N/A	N/A	\$21/\$14/\$7/\$0	\$14	\$28
Commons Area	N/A	N/A	\$18/\$12/\$6/\$0	\$12	\$24
Hallway	N/A	N/A	\$33/\$22/\$11/\$0	\$22	\$44
Lobby Area	N/A	N/A	\$39/\$26/\$13/\$0	\$26	\$52
Conference Room	N/A	N/A	\$57/\$38/\$19/\$0	\$38	\$76
Gymnasium (Elem)	N/A	N/A	\$39/\$26/\$13/\$0	\$26	\$52
Gymnasium (MS)	N/A	N/A	\$39/\$26/\$13/\$0	\$26	\$52
Gymnasium (HS)	N/A	N/A	\$39/\$26/\$13/\$0	\$26	\$52
Kitchen	N/A	N/A	\$39/\$26/\$13/\$0	\$26	\$52
Library Media Center	N/A	N/A	\$33/\$22/\$11/\$0	\$22	\$44
Computer Lab	N/A	N/A	\$33/\$22/\$11/\$0	\$22	\$44
Music Classroom (Band/Choir)	N/A	N/A	\$24/\$16/\$8/\$0	\$16	\$32
Wrestling Room	N/A	N/A	\$30/\$20/\$10/\$0	\$20	\$40
Outdoor Facilities:	Category 1	Category 2	Category 3	Category 4	Category 5
Baseball Field	N/A	N/A	\$39/\$26/\$13/\$0	Not available	Not available
Softball Field	N/A	N/A	\$39/\$26/\$13/\$0	Not available	Not available
Parking lot	N/A	N/A	\$9/\$6/\$3/\$0	\$6	\$12
Practice field	N/A	N/A	\$24/\$16/\$8/\$0	\$16	\$32
Stadium stands and Press Box	N/A	N/A	\$15/\$10/\$5/\$0	\$20	Not available
Synthetic turf field	N/A	N/A	\$39/\$26/\$13/\$0	\$52	Not available
Track	N/A	N/A	\$24/\$16/\$8/\$0	\$32	Not available
Additional Fees:	Category 1	Category 2	Category 3	Category 4	Category 5
Custodial (on duty)	TBD	TBD	TBD	\$18 to \$30	\$18 to \$30
Custodial (off duty)	TBD	TBD	\$30	\$30	\$30
Equipment Use (Technology, A/V, furniture, athletic equipment, etc.)	N/A	TBD	TBD	TBD	TBD (\$5-\$15 per)
Event set-up	N/A	TBD	\$15	\$15	\$15
Event Supervision	N/A	TBD	\$25	\$25	\$25
Light or Sound Operators	N/A	TBD	\$25	\$25	\$25
Security (Uniformed)	TBD	TBD	\$45	\$45	\$45
Utility fee (stadium lights)	N/A	N/A	\$40	\$40	\$40

*Insurance requirements and other support cost determinations are based on the user category as defined above. (See sample insurance certificate below)



CERTIFICATE OF LIABILITY INSURANCE

REORG-1 OP ID: MD

DATE (MM/DD/YYYY)
07/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Miller-Donnelli Agency, Inc. P. O. Box 2480 Platte City, MO 64079- Chris Donnelli	Phone: 816-858-2521 Fax: 816-858-3099	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Wright Specialty Insurance INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Platte County R-III School 998 Platte Falls Road Platte City, MO 64079		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		CND-MO-EPP-14130-004	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COM/POP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Blanket contents		CND-MO-EPP-14130-004	12/31/2016	12/31/2017	14,740,043
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Blanket property includes personal property of others						

CERTIFICATE HOLDER	CANCELLATION
INSURED Insured	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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General Information

*The district track, tennis courts, outdoor basketball courts and playgrounds are free for public use when these facilities are not being used by the district, used outside of school hours, and as long as they are used for the purposes of what they are intended. This does not apply to these facilities when they are being used for large events with spectators present. Tournaments, meets or large events will have applicable facility rental fees. This procedure will be amended if facilities are left in poor condition and/or damaged beyond normal wear and tear.

*The Platte County R-3 School District reserves the right to enter into an agreement or memorandum of understanding with long-term (annual) facility users with an agreed upon fee structure separate from the fees listed in this guideline. Any long-term facility user must be approved for renewal yearly.

Adopted: December 16, 1999
Revised: May 28, 2014
Revised: May 28, 2015
Revised: September 4, 2015
Revised: July 13, 2016
Revised: July 1, 2018
Revised: July 13, 2021

Platte County R-3 School District, Platte City, Missouri