

Community Use of District Facilities



**PROCEDURES HANDBOOK
2016-17**

COMMUNITY USE OF DISTRICT FACILITIES

The following regulations have been established to govern the use of District facilities by non-school groups.

1. Priority for use of school facilities shall be as follows:

- A. District schools, school-affiliated groups, and school-sponsored events shall always have first priority
- B. Community children groups (i.e., Boy/Girl Scouts)
- C. Community education programs and activities (Health Dept., Youth Wrestling)
- D. Recreation departments' programs (i.e., Parks/Rec., YMCA)
- E. Community civic, service, and religious organizations
- F. Community affiliated groups
- G. Others. (Definitions: Groups outside of the school district community, i.e., for profit organizations)

2. Procedures

1. Request for use of facilities shall be processed through the online reservation system. Visit www.plattecountyschooldistrict.com, and select Facility Rentals, under the Community channel. You must first be approved as a requester prior to scheduling use of any facility. New user requests begin each year starting July 1. We anticipate a 36-hour turnaround to process requests.
2. It is suggested to submit your requests at least two weeks prior to the event to ensure space is available.
3. The Board of Education or its designee reserves the right to grant, deny, cancel, reschedule, or relocate an approved use of facilities as per the order of priorities.
4. Groups may begin scheduling facilities starting July 1 of each year, using the online system.

Start Date for Reservations	Reservation Time Frame
May 10th	June 1 – July 31 Outdoor facility only
July 1st	September 1 - October 31
October 1st	November 1 – May 17

5. District facilities are not available for community use during the school day when students are present. Hours to request for facility use must occur between 6:00am through 10:00pm. All requests must be reviewed and approved annually.
6. All outside groups or individuals requesting use of a district facility must provide a certificate of liability prior to approval. A sample of this certificate is located in the appendix.

3. Charges and Fees

- There shall be no charges or fees for groups A through D, when a majority of the organization's members must be residents of the school district.
- For reservations exceeding two hours or that occur outside the school week from 6:00am to 10:00pm are subject to a custodial fee.
- All charges and fees must be paid prior to use of the facilities to the building representative, make checks out to Platte County R-3 School District.



- Charges for facilities or services not listed will be at the discretion of the Board of Education or its designee.
- Charges shall be made where special custodial, food service, security, or technical personnel are required or when school equipment is used for groups E through G. Charges shall be based on administrator discretion. Charges for technical, custodial, food service, security, theatre managers and administrative personnel shall be set at \$25 per hour.
- A security deposit of \$15.00 is required for those who require a key/prox card to access the building after hours. The deposit will be returned to the group or individual when the key/prox card has been returned to the building administrator.
- Forty-eight (48) hours WRITTEN NOTICE is required to the building when cancelling any/all approved use. Failure to do so will result in charges for the facility, as well as any time submitted by custodian (if custodial hours are scheduled).

4. Exceptions to Schedule of Fee Charges Listed

- The Board of Education or its designee may agree to enter into long-term rental or lease agreements with agencies, organizations, institutions, or private parties operating through priority group D.
- The Board of Education or its designee may waive rental fees for facility usage by governmental groups with boundaries that include the Platte County R-3 School District.

5. Rules and Regulations

- Use of school premises shall not be granted if it interferes with school-sponsored activities.
- The user shall be responsible for the conduct and control of both the patrons and the participants.
- The user shall have at least one adult chaperon on duty prior to, during, and after the presence of any other participant or spectator.
- The user shall be held responsible to pay for the repair, loss or replacement of any damage to school property.
- The user shall not sublet the facility.
- The user shall be restricted to the area designated in the agreement.
- A school district custodial employee or other school employee shall be on duty when facilities are used, when determined necessary.
- A school district's food service employee shall be on duty as a supervisor when kitchen facilities are used unless otherwise approved.
- A school district technical assistant support employee shall be on duty as a supervisor when computer labs are used unless otherwise approved.
- Alcoholic beverages or controlled substances shall not be consumed, sold, distributed, or brought on school premises.
- Smoking is prohibited on school property.
- If an admission or participation fee is charged, any profit shall be used for general community benefit.
- School equipment will not be used by outside groups, unless authorized by the Board of Education or its designee. Users shall carefully inspect and test the 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. User agrees to use equipment at his/her own risk and the school district assumes no responsibility for bodily injury or property damage to the user, or to others, while the equipment is being used.
- The user groups requesting the use of the facility shall agree to provide a Certificate of Insurance for Public Liability and Property Damage in the amount of \$1,000,000 and \$5,000 Medical



Payments for the period of usage and agree to pay all damages beyond ordinary wear that may occur unless otherwise authorized.

- An application for approval to use school facilities shall be submitted to the building administrator for a date/time satisfactory to the requirements of the school program.
- The building administrator or designee will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
- A majority (51%) of an organization's members must be residents of the school district before the organization's application for use of school facilities will be considered unless otherwise approved. Rosters will need to be provided upon administrator request.
- The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meetings held under its control and for prompt payment to the district to cover any damage to school property resulting from the organization's use of the facility.
- The person whose signature appears on the contract will be held responsible for fulfilling the terms of the contract, and must be a citizen of the school district, unless otherwise approved.
- The Board shall not surrender its control of school property, and shall have the right to countermand the use of any school premises at any time if it decides it is in the best interest of the district.
- Organizations desiring to serve meals must have permission from the superintendent or designee.
- No apparatus or equipment shall be brought into the school buildings, except upon approval of the superintendent or designee (wrestling mats, goals, etc.)
- Buildings will generally be closed on school holidays such as Thanksgiving, Christmas, Presidents Day, etc.
- When the superintendent has declared the school "closed" because of inclement weather, the buildings will be closed unless otherwise approved.
- The superintendent or designee shall have the authority to approve routine applications. If, in the superintendent's opinion, an application calls for the use of the building for extraordinary purposes, the application shall be referred to the Board of Education. "Extraordinary purposes" shall include such programs or activities beyond the routine activities that have by custom and practice become acceptable to the Board.
- In case of an emergency, the superintendent reserves the right to cancel, at his or her discretion, any scheduled activity of a non-school group. Such cancellation shall be made as early as possible so that all persons involved can be notified.
- Gambling is not permitted in school buildings or on school property, except that groups affiliated with the school district that are legally entitled to do so may conduct raffles and other approved games of chance such as (PTA, Girl & Boy Scouts). All such activities must be approved by the superintendent or designee.
- There must be a custodian on duty during tournaments.
- A school representative must be present when using the Wilson Auditorium.
- Groups may not bring live animals onto district property unless they are service animals allowed by law.



6. *Limitations and Restrictions on the Use of Facilities*

- Indoor school facilities available for community use will generally be limited to large areas such as gyms, cafeterias, etc. Unless the superintendent, or his designee, makes an exception for good cause, typical classrooms will generally be restricted from community use, primarily because personal belongings of students and teachers are normally found in such areas.
- School facilities may not be used by an individual, group, or organization to promote the overthrow of the government by force, violence or other unlawful means, or participation in or support of other illegal acts.
- School facilities may not be used for any activities or programs that reflect unfavorably upon or discriminate against persons of any sex, color, creed, or national origin.
- School facilities may not be used for activities deemed political in nature without the specific approval of the Board of Education.
- School facilities shall not be used for private parties, or personal or private profit, this includes district employees.
- Church use of facilities for regular services must be for a limited pre-agreed, time span and on a temporary basis only. The superintendent or his designee must approve such use.
- Facility usage over holiday periods or during summer vacation is discouraged, except Groups A through D.

7. *Disputes*

- Failure to comply with any of above guidelines may result in the denial of use of the facilities.
- Any disagreement concerning these procedures and regulations or concerning interpretation of school board policy may be referred by either superintendent or the Board of Education.
- The Board shall have final authority in interpreting board policy and in settling disputes regarding the eligibility of a non-school group's use of district facilities.

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

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



USE AND/OR RENTAL OF SCHOOL FACILITIES

SCHEDULE OF FEES

The following schedule of fees will apply according to priority group:

INDOOR FACILITIES	Priority A, B, C, & D*	Priority D, E, & F	Priority G
<i>Classroom (generally not available for public use)</i>	\$0	\$20	\$50
<i>Cafeterias/Multipurpose Room</i>	\$0	\$100	\$120
<i>Wilson Auditorium</i>	\$0	Not for Profit \$150 - 2 hrs \$300 - 4 hrs. \$500 - per day For Profit \$300 - 2 hrs \$300 - 4 hrs \$500 - per day	\$1,000
<i>Gymnasium</i>	\$0	\$100	\$120
<i>Gymnasium for tournaments</i>		\$200/day	\$200/day
<i>Computer Lab** (see note below)</i>	\$0	\$120	\$140
<i>Kitchen *** (see note below)</i>			
<i>Custodial Fee****(see note below)</i>			
* Priority D with majority of district students. ** Computer Lab: Must have trained district employee in attendance during use. *** Kitchen: Closed to all unless meal is furnished by OPAA Food Service Department, or by NCC culinary students (charges may apply). School connected groups may use facilities only to make coffee, etc. and manually wash dishes. **** Custodial Fee: \$25.00 per hour, as determined by administrator.			

OUTDOOR FACILITIES	Priority A, B, C, & D*	Priority D, E, & F	Priority G
<i>Baseball Field/Softball Field</i>	\$0	\$50/hr	\$100/hr
<i>Football Field/Soccer Field/Track</i>			
No lights	\$0	\$50/hr	\$100/hr
With lights	\$0	\$100/hr	\$150/hr
Rate per day		\$2,000/day	\$2,000/day
<i>Practice Fields** (see note below)</i>			
<i>Track*** (see note below)</i>			
<i>Custodial Fee**** (see note below)</i>			
* Priority D with majority of district students. ** Practice Fields: The practice fields will be the primary outdoor facilities available for public use. Varsity fields are only available for special occasions, and then on a limited basis. *** Track: The track is available for the public (on an individual basis) to exercise on at no charge. **** Custodial Fee: \$25.00 per hour, as determined by administrator.			



INSURANCE REQUIREMENTS FOR USE OF PLATTE COUNTY R-3 SCHOOL FACILITIES

An acceptable Certificate of Liability Insurance with a minimum of the following limits:

INSURANCE REQUIREMENTS	
<i>General Aggregate</i>	2,000,000
<i>Products Completed Operations Aggregate</i>	2,000,000
<i>Personal and Advertising Injury</i>	1,000,000
<i>Each Occurrence</i>	1,000,000
<i>Fire Legal Liability</i>	50,000
<i>Medical Payments</i>	5,000

The Certificate Holder 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.

The Certificate Holder shall be:

Platte County R-3 School District
District Education Center
998 Platte Falls Road
Platte City, MO 64079
Phone 816.858.5420, Fax 816.858.5593

Any questions concerning these requirements can be directed to the district's insurance broker, Chris Donnelly at 816.858.2521.



