

COMMUNITY USE/RENTAL OF SCHOOL FACILITIES PROCEDURE 1

It is the policy of the Board of Trustees, Mountain Home School District No. 193, to grant and encourage maximum use of school district grounds and facilities to community groups for the purpose of education, recreation, and entertainment.

GENERAL REQUIREMENTS

1. The superintendent is hereby authorized to determine rental fees to be assessed for the usage of school facilities and equipment. The superintendent also has the authority to reject any or all applications for rental or use of district facilities and equipment. The district reserves the right to refuse rental of any facilities at its discretion.
2. The superintendent, or designee, shall maintain application procedures and regulations for the use of school district grounds and facilities which:
 - a. Preserve school district grounds and facilities for their primary function of providing educational services for school district students; and
 - b. Ensure that the use of school grounds and facilities is consistent with the duty of the Board of Trustees to protect the morals, health, and safety of students, staff, and visitors
3. The use of the property or facilities will not, in any way, interfere with the operations of this district or any of the programs or activities of the district. If required for district purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The board assumes no responsibility for properties left on the premises by the applicant. The board or its representatives will have free access to all rooms at all times.
 - a. The use or loan of District facilities will not be available to any parties outside of educational or semi-educational purposes during CDC or State recognized pandemics.
4. The approved applicant must agree to:
 - a. Save and hold harmless the district;
 - b. Assume full responsibility for all liabilities arising incident to occupancy or use;
 - c. Repair or replace any damage to the facility or equipment incurred as a result of the use or rental of the district facilities.

- d. Complete and submit the Community Use/Rental of Facilities Form – Agreement/Contract.
- e. Outside organizations and club sports are required to submit a mitigation plan addressing safety and health mandates that meet the policies of the school district and the requirements already in place prior to approving the organization or club sport Community Use/Rental of Facilities Agreement Contract application.
- f. The requesting organization or individual granted use must follow all policies, rules, and regulations of the board regarding the use of district property or facilities and the conduct of persons in or on district property or facilities, whether now or hereafter adopted including:
 - Consuming or using tobacco, e-cigarettes/vaping, marijuana, alcohol, or illegal drugs;
 - Engaging in games of chance or any activities that suggest gambling or games of chance unless approved by the school board of trustees or the superintendent; or
 - Teaching or promoting of any activity that is intended to disrupt or damage the district
- g. Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.

USE/RENTAL OF SCHOOL DISTRICT FACILITIES

1. School District Related Groups:

- a. School district grounds and facilities are to be available to school district organizations through consultation with and approval of the building principal. Rental fees may be charged if additional building staff or time is required (see Community Use/Rental of Facilities Procedure 2 – Fee Schedule regarding custodial pay). Any equipment lost or damaged must be paid for or replaced by the Renter. School District Personnel may use school district grounds and facilities with the same guidelines stated above for an activity that is directly related to school district curriculum, programs, or activities.
- b. Parent-Teacher organizations may use school district grounds and facilities for regular meetings without charge. Rental fees may be charged for PTO sponsored activities if building custodial staff is required (see Community Use/Rental of Facilities Procedure 2 – Fee Schedule regarding custodial pay). When kitchens are used, the guidelines and charges listed in the Facility Rental Fee Schedule will be followed.
- c. Any school-sponsored class or activity for curricular, extracurricular, or intra-district sports and activities, or for the betterment of the community may not be charged for classroom space. Rental fees may be charged if additional building staff or time is required.

- d. Any special decorations must be erected in a manner approved by the fire marshal and the district. Removal must be completed immediately following the function.
- e. The selling or consuming of food or drink in auditoriums, gymnasiums, or other sitting areas must be approved by the superintendent or building administrator.

2. Application for Use/Rental of Grounds and Facilities:

- a. All groups desiring to use school district grounds and facilities must first contact the building principal, facility manager, or designee, to make application and receive approval. Application should be made no later than two weeks prior to the desired use date, using the Agreement for Community Use/Rental of School Facilities Form – Agreement/Contract.
 - No individual or group outside of the school district or other educational or semi-educational organizations may reserve district facilities for multiple times throughout the school year or in multiple requests at the beginning of each season so as not to prevent other groups from equitable use of district facilities.
 - Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.
 - Outside organizations and club sports are required to submit a mitigation plan addressing safety and health mandates that meet the policies of the school district and the requirements already in place prior to approving the organization or club sport Community Use/Rental of Facilities Agreement Contract application.
- b. All organizations making application for the use of school district grounds and facilities shall agree to pay the district for any damage to the grounds and facilities by any person or persons attending any activities during their use. Additionally, the school district shall be held harmless from all responsibilities for any damage or loss to the property of the persons attending the meeting or any injury arising by reason of holding of said activity.
- c. Organizations making application for the use of school district grounds and facilities shall agree to the proper care and use of the grounds and facilities as prescribed by school district officials, policy, procedures, forms, rules, and regulations.
- d. Grounds, and equipment is limited to the dates/times specified by the Renter on the Community Use/Rental of School Facilities Form – Agreement/Contract; use of requested or other facility areas, grounds, or equipment not specified is prohibited.
 - The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Overtime compensation will be paid by the applicant.

- e. School-related activities shall be given priority in the use of school district grounds and facilities. Thereafter, the use of grounds and facilities shall be on a first-come, first-served basis.
- f. Violation of the school grounds and facilities agreement, any school district policy, rule or regulation, inadequate supervision, failure to pay rental fees, or failure to take proper care of facilities or equipment may result in being denied future use of school district facilities or equipment.
- g. Applications, which are exceptions to the above rules and regulations, will be referred to the superintendent, or designee, for action.

3. Fees for use/rent of school district facilities:

- a. Organizations should be aware that their use of school district grounds and facilities adds additional expense to the maintenance and operations of the school district. Fees charged are intended to help defray these costs.
- b. All charges for the use of school district facilities shall be made according to a schedule of fees approved by the Board of Trustees (see Community Use/Rental of Facilities Procedure 2 – Fee Schedule).
- c. Fees may be waived for civic programs at the discretion of the superintendent or designee.
- d. Fees collected will be paid to the District, attention Director of Finance/Fiscal Operations, Mountain Home School District, before use of the facility.
- e. An extra hourly overtime rate may be charged for supervision and/or custodial services.
- f. A cleaning deposit (separate check) may be required at the discretion of school district officials.
- g. Do not ask custodial or other school district personnel to make available facilities or equipment not requested through the application process.
- h. All charges for the use of school district facilities shall be made according to a schedule of fees approved by the Board of Trustees.
- i. Fees will be waived for any school district facility used as a public polling place. A cleaning deposit (separate check) may be required at the discretion of school district officials.

4. General Requirements for Building Use/Rental

- a. Keys to school buildings and school facilities may be issued only to employees of the school district, unless given out by the building administrator because of extra-ordinary circumstances. All keys must be returned immediately upon completion of use.
 - Duplication of or allowing others unauthorized use of a key issued for a specific use may result in denial of future use of school facilities.
- b. Temporary Building Badges may be issued to non-district employed head coaches, some assistant coaches, and some outside community organizations such as Parks & Recreation with permission from the superintendent or designee.
 - The temporary Building Badge will have a termination date, which renders the badge useless at the end of the termination date.
- c. With the use of any school district facility, it is desirable that a school employee be present.
- d. Any use of school kitchens will include a food service employee on duty at all times. This employee is to be paid as directed on the Community Use/Rental of School Facilities Procedure 2 – Fee Schedule.
- e. The use of school district computer labs will be severely restricted due to the complexity and value of the equipment, and if use is allowed, will include a trained school district employee. Use of computer labs by non-school district personnel may call for coordination with technical services personnel. This employee is to be paid as directed on the Community Use/Rental of School Facilities Procedure 2 – Fee Schedule.
- f. Use of the special lighting or sound systems may require trained school district employees who will be paid as directed on the Community Use/Rental of School Facilities Procedure 2 – Fee Schedule.
- g. School district grounds and facilities will not be leased for “for profit” events and/or where “admission” is charged except where in the view of district officials it is determined to be in the best interest of the District or the community.
- h. Any special decorations shall be erected in a manner approved by fire officials and officials of the school district. Removal must be completed immediately following the function.
- i. District officials must approve the selling or consuming of food or drink in school facilities.

- Consuming or using tobacco, e-cigarettes/vaping, marijuana, alcohol, or illegal drugs is strictly forbidden on school district grounds or facilities.
- j. The request to use any equipment must be specified on the application. School district personnel required to operate equipment must be compensated as stated on the school district Community Use/Rental of School Facilities Procedure 2 – Fee Schedule.
- k. Applicants may be required to provide supervision or security as determined by school district officials.
- l. The school district will assume no responsibility for property left on the premises by renters. Renters are required to remove all property immediately after use of the facility.
- m. School district officials shall have access to all grounds and facilities at all times.
- n. Any organization using school district grounds and facilities must assign one person to be in charge and accountable for supervision of the group and be responsible for all actions of that group.
- o. The requesting organization granted use of school district grounds and/or facilities shall follow all policies, rules, and regulations of the school district in the use of the grounds and/or facilities, and the conduct of persons in or on school facilities and grounds, whether now or hereafter adopted.
- p. Athletic fields are to be used only for the purpose for which they were designed.
- q. The school district reserves the right to withdraw or rescind the use of school facilities and/or grounds following initial approval.
- r. Organizations granted the use of school district grounds and facilities must pay for or replace, as directed by school officials, any damage to grounds or facilities, or for any lost or damaged equipment.
- s. Organizations using school district facilities must provide the school district with proof of insurance in the form of a Certificate of Insurance including minimum liability coverage of \$1,000,000.00 per occurrence. The policy must also name the Mountain Home School District as an Additional Insured by endorsement. A copy of the Certificate of Insurance and the Additional Named Insured endorsement must be attached to the application prior to using or occupying school district facilities. The School District may waive this requirement at its discretion.
- t. The applicant/renter may be required to provide and pay for supervision, any special services including, but not limited to, medical services, the use of firefighters, or police/security officers, or special equipment used by the renter and is the sole responsibility of the renter.

5. General Requirements for Fields or Grounds Use/Rental:

- a. Grounds: The use of athletic fields, ball fields (baseball, softball, and football), playgrounds, tennis courts, and tracks are restricted to the purpose for which they were designed. Requests for exceptions are to be addressed individually upon merit, through school district officials, e.g. activities director, maintenance director, principal, or superintendent.
- b. Use of facilities, grounds, and equipment is limited to the dates/times specified on the Community Use/Rental of School Facilities Form – Agreement/Contract; use of requested or other facility areas, grounds, or equipment not specified is prohibited.
- c. School district use and programs have priority.
- d. A clean-up deposit may be required before use.
- e. There may be no charge if the district incurs no expense for repair, set-up, or clean up.
- f. Non-school competitive competitions will be scheduled with a Community Use/Rental of School Facilities Form – Agreement/Contract.
- g. The School District does not reserve facilities, grounds, and/or equipment for non-school practices. Organizations must coordinate on a first-come basis between other organizations to utilize facilities, grounds, and/or equipment between themselves.

6. Churches:

- a. Churches that have purchased land and have begun construction on a church building, or that have undertaken major remodeling of their church facility to the extent where it cannot be used for meetings or services, may rent school district facilities. Rental fees will be determined on an individual basis. The church must supply a letter of exemption from the Internal Revenue Service. The rental period is not to exceed six months unless extended by Board action.

7. Use of Equipment:

- a. School district equipment or property shall not be loaned to organizations unless such loan is part of the agreement for rental or use of school district facilities.
- b. School district vehicles will only be used for school district purposes and may only be driven by school district employees

8. Specific Area Use:

- a. Due to safety issues, complexity, or value of some school district facilities and/or Equipment, separate requirements for use may be required, use may be denied, or additional fees or deposits assessed

9. Exceptions:

- a. Requests for exceptions from these guidelines will be addressed individually upon their merit by the superintendent or designee.
- b. Appeals of decisions at the superintendent level may be made in writing to the Mountain Home School District Board of Trustees



LEGAL REFERENCE:

Title 33, Chapter 6, 33-601(1)(7), 33-601A

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