

## **KG Use of School Facilities and Equipment**

**KG**

The temporary use of school facilities or school grounds by community groups may be allowed by the board. Such use, however, shall not interfere with daily school operations, student routines, or any school-sponsored activity, and must be used in a way that conforms to applicable federal non-discrimination law.

### **Fees:**

The board shall establish reasonable fees for the use of any school facility or school grounds to cover the cost of such use. Additional fees will be charged to cover costs of wages of school personnel involved. The fees are for the use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not normally housed in the rented space or facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent. This includes decorations, supplies, equipment, etc.

### **Regulations Governing Use of Facilities:**

The Valley Center School District reserves the right for the use of its own property. School authorities, at their discretion, with or without notice, may cancel agreements for use of school facilities. Valley Center USD 262 reserves the right to modify, terminate or discontinue Facility Use Agreements.

The individual or group using the facility agrees to comply with all Board policies, rules and regulations, applicable laws, to assume responsibility for the care of the facility and to pay for any damages, beyond normal wear and tear, to that facility during its use. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, non-prescribed controlled substances, or alcoholic beverages are not allowed in the facility or on the premises, either by the individual, the group, other participants, or spectators. Groups using the building must be supervised properly so that orderly use of the facilities is insured. A school-approved employee may be required to be on duty at the expense of the individual or group using the facility. The employee will monitor to see that facilities are properly used and cared for but an employee's presence does not relieve the user of the facility who shall remain responsible for supervision of any activity and condition of the property.. A signed contract between the requesting individual or group and school district will be required before use of the facility is permitted. Insurance policies must be provided upon request of USD 262. Except with the approval of school authorities, no one will be permitted on gym floors wearing shoes other than gym shoes. No screws or nails may be used without the permission of the principal or superintendent. No open flames, including lighted candles, are allowed in any building.

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

### **Payment:**

If payment is required, the total fee must be paid prior to use unless prior arrangements are made. All fees shall be payable to Valley Center USD 262 and can be paid at or sent to the USD 262 District Office.

### **Requests for Use of School Facilities:**

Individuals or groups wishing to use a school facility shall submit the request to the principal of the building desired. The principal will originate the proper building request form and send it to the superintendent or designee for final approval. The written request must be submitted in advance. All requests must be approved by the superintendent or designee.

**Fees for Labor:**

Designated employees of the district must be on duty at all times when deemed necessary by the administration. When any equipment is to be used, such as kitchens, stage lighting, score clocks, sound equipment, projectors, etc. a school employee who is familiar with this equipment must be present to operate it. Fees for reimbursing the district for the wages of such employees will be assessed. The fee will be \$30 per hour per employee. The building administrator is responsible for arranging for these employees. In the event that district staff are not available for the event, the facility cannot be rented.

**Fee Categories:**

It is necessary for the board to establish usage fees to cover additional costs for the use of school facilities. Two categories have been established;

**Category “A” – No Fee Charge**

Category “A” includes all school related groups or organizations that are organized primarily for the benefit of the district and whose primary purpose is that of enhancing the educational purpose and process of the district. Such groups or organizations shall include:

1. Those providing school programs which are controlled by the district administration.
2. Those which are co-sponsored by the district and which are closely related to the co-curricular activities of specific attendance centers.
3. Individuals who, at the request of the parent and with approval of the principal, provide tutoring services to support core academic standards. Such tutoring must occur within or immediately adjacent to the school day. The individual must follow all school policies and procedures, be registered with the Learning Services Coordinator, and undergo a background investigation.
4. Groups or organizations where at least 75% of the membership is made up of currently enrolled, USD 262 students.
5. Other individuals, groups or organizations specifically designated category “A” by the Superintendent.

All groups and organizations coming within the definition of Category “A,” may require minimum membership fees and must remain open for public attendance and/or membership regardless of payment or non-payment of such fees. Such organizations may include the Parent-Teacher Organization, parent-teacher clubs, booster clubs, the Valley Center Educational Foundation, and school advisory groups. Girl/Boy Scout programs, Special Olympics, YMCA Latch-Key and school-affiliated sports teams will also qualify for using school facilities without a fee provided a school district staff member is on regular duty during the time requested.

For all camps, clinics, and fundraising activities hosted by USD 262 staff or USD 262 groups where fees are charged for participation or attendance, a flat-rate facility fee will be assessed. A fundraiser is defined as an activity with the primary purpose of raising funds for the group or organization. For any personnel required, as determined by the district, a \$30 per hour per person fee will be assessed.

**Category “B” –Fee Charge**

Category “B” shall include groups and organizations not specified in Category “A”. The fee structure will be established by the Board of Education and may be modified at its discretion.

## **CATEGORY B SCHEDULE**

|   |                 |
|---|-----------------|
| <b>Elementary Buildings</b>               | <b>Per Hour</b> |
| Gymnasium                                 | \$25.00         |
| Cafeteria                                 | \$35.00         |
| Kitchen                                   | \$35.00         |
| Library                                   | \$30.00         |
| Classroom                                 | \$30.00         |
| <b>Valley Center Intermediate Center</b>  | <b>Per Hour</b> |
| Main Gymnasium                            | \$35.00         |
| Secondary Gymnasium                       | \$25.00         |
| Cafeteria                                 | \$35.00         |
| Kitchen                                   | \$45.00         |
| Library                                   | \$30.00         |
| Classroom                                 | \$30.00         |
| <b>Valley Center Middle School</b>        | <b>Per Hour</b> |
| Main Gymnasium                            | \$55.00         |
| Secondary Gymnasium                       | \$35.00         |
| Wrestling room                            | \$20.00         |
| Cafeteria                                 | \$45.00         |
| Kitchen                                   | \$55.00         |
| Classroom                                 | \$30.00         |
| Library                                   | \$40.00         |
| Auditorium                                | \$55.00         |
| <b>Valley Center High School</b>          | <b>Per Hour</b> |
| Main Gymnasium                            | \$55.00         |
| Secondary Gymnasium                       | \$40.00         |
| Wrestling room                            | \$25.00         |
| Indoor Batting Cages                      | \$25.00         |
| Cafeteria/Commons                         | \$55.00         |
| Kitchen                                   | \$65.00         |
| Library                                   | \$45.00         |
| Classroom                                 | \$30.00         |
| Auditorium                                | \$80.00         |
| <b>Administrative Office/TLC</b>          | <b>Per Hour</b> |
| Parking lot with water usage              | \$10            |
| Meeting Room                              | \$35            |
| <b>Outdoor Facilities/Athletic Fields</b> | <b>Per Hour</b> |
| MS Football Field/Track                   | \$100.00        |
| MS or HS Tennis Courts                    | \$100.00        |
| JV Softball Field                         | \$55.00         |

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|--|----------|
| <i>Varsity Softball Field</i>                          | \$80.00  |
| <i>JV Baseball Field</i>                               | \$55.00  |
| <i>Varsity Baseball Field</i>                          | \$80.00  |
| <i>HS Football Field/Track</i>                         | \$150.00 |
| <i>Outdoor practice fields</i>                         | \$10.00  |
| <i>Outdoor practice fields/using lights-All groups</i> | \$40.00  |
| <i>Pressbox at any facility</i>                        | \$50.00  |
| <i>Concession stand at any facility</i>                | \$50.00  |
| <i>Restrooms at any outdoor facility</i>               | \$25.00  |

### **CAMPS-CLINICS-FUNDRAISERS FLAT RATE FEES**

| <b>Area</b>   | <b>1-5 days</b> | <b>6+ days</b> |
|---|-----------------|----------------|
| Gyms  | \$30.00         | \$5/day        |
| Cafeteria/Commons   | \$10.00         | \$2/day        |
| Kitchen   | \$10.00         | \$2/day        |
| Library/Classroom   | \$5.00          | \$1/day        |
| Wrestling Rooms   | \$20.00         | \$3/day        |
| Multiple Building areas-single event                                  | \$50.00         | \$10/day       |
| Practice field  | \$5.00          | \$1/day        |
| Multiple Practice Fields-single event. If lights needed, add \$20/day | \$10.00         | \$2/day        |
| Auditorium  | \$30.00         | \$5/day        |
| Weight room   | \$20.00         | \$3/day        |
| Parking Lot w/water use   | \$15.00         | N/A            |
| MS FB field/track   | \$40.00         | \$5/day        |
| District Stadium- if lights needed, add \$20/day                      | \$50.00         | \$10/day       |
| Varsity Baseball/Softball Field- If lights needed, add \$20/day       | \$35.00         | \$5/day        |
| JV Baseball/Softball Field- If lights needed, add \$20/day            | \$25.00         | \$4/day        |
| Pressbox, concessions, restrooms                                      | \$10/area       | \$3/day/area   |

\* If a Category A group is using the facility to host an event that brings in groups that do not qualify under Category A, they will be charged the Category B fee.

\*\* VCRC will fall under a separate agreement.

\*\*\* Any personnel needs including grounds, custodial, technical, food service, etc. are \$30 per hour per person