

I. SCHEDULING PROCEDURES

1. Obtain School Facility Use Form from the Community Education Office. Forms are also available online at www.cecool.com.
2. Complete the Facility Use Form and return it to the Community Education Office either by mail, fax, email or in person at least 15 (fifteen) working days in advance of the proposed date(s) of usage. Special requests and volume use may require more time for processing.
3. School district staff must fill out permits for school related programs that extend before and/or after the regular school hours of the requested building.
4. Use of kitchens by district employees involves the following procedures and will require a food service worker to be on site; billed back to the user group:
 - Fill out Facility Use Form
 - Complete Kitchen Use Waiver Form
 - Complete Kitchen Equipment Use Form
 - Return signed forms to Community Education Office
5. Use of kitchens by community members requires a food service employee to be present at all times while the kitchen is being used. Fill out Facility Use Form. Service of coffee or light refreshments in multi-purpose rooms is permitted without charge if kitchen facilities and equipment are not used.
6. Staff will review form, complete the approval section and establish estimated costs according to the Facility Use Fee Schedule.
7. Once approved, copies of the completed form will be sent to the applicant and the custodian at the facility being used.
8. The applicant will be informed by mail of confirmation or rejection of request and must sign and return the contract to the Community Education Office.
9. Invoices will be prepared pursuant to the Facility Use Fee Schedule (See payment procedures).
10. A weekly schedule of activities will be sent to each building custodian and secretary.
11. Requests for use of pools and outdoor facilities will utilize the same procedures and applicants will complete the same form.
12. Questions relating to facility use fee schedule are to be made to the Facility Use Secretary.

II. GENERAL RULES AND REGULATIONS

Conditions

1. All permits shall be revocable and shall not be considered as a lease. The Director of Community Education, or designee, may reject any application or cancel any permit.
2. It may be necessary, on occasion, to preempt usage for school requirements. As much advance notice will be given as possible.
3. The school district will attempt to provide equity in the use of its facilities for those wanting access after regular school sponsored uses. Generally those organizations of the school will have first priority if district activity has submitted a request by the scheduling calendar of each season.
5. A security deposit may be required depending on use.
6. All supervision required by district will be at the users expense.
7. High volume facilities may require payment up front with no option for refund. Spaces include gyms, fields, auditoriums and high volume classrooms.
4. The Director of Community Education, or designee, reserves the right to refuse or approve the use of certain school facilities.

5. All users must observe rules for facility use that are posted in each building. These rules will be given to users of facilities upon approval of the application for use.

Liability

1. Permit holders shall agree to indemnify the school district for any and all damage by any person or persons attending the activity, and indemnify the school district against any and all liability and any and all damages to person or persons.
2. District may require groups to provide Comprehensive General Liability insurance coverage for \$1,000,000 for bodily injury and property damage.
3. District 833 may not be held liable for loss or destruction of personal items.

Security/Supervision

1. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty whenever building facilities are being used. The "school district employee" under this policy shall be limited to: Custodian, Principal (or designee), Community Education Building Supervisor, Pool Supervisor, and extra-curricular staff during the time they are supervising students assigned to their extra-curricular activity. Cost for the school district employee and other charges may be billed to the user.
2. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Frequent community users may be required to submit a supervision plan prior to use. This supervision may be volunteer or paid. Supervisors will be required to enforce district building use rules, provided by the Community Education Department.
3. At District discretion, supervision may be assigned at the user's expense. It is the role of the Community Education Supervisor to ensure proper use of facilities, but is not required to supervise a group or its activities.
3. Persons in attendance must confine themselves to areas permitted for use. Adults are responsible to keep children in permitted areas only.
4. Children are not permitted to attend adult related activities.
5. Disorderly conduct is prohibited. This includes foul language, damaging or defacing school or personal properties, removing artwork and posters.

Cleanup Charges

1. All groups are responsible for leaving the facilities in the same or better condition than found.
2. If extra effort is required for cleanup following the use of facilities, an additional charge for personnel costs may be added to the charges.

Cancellations/Changes

1. Permits are nontransferable and are restricted to the stated hours and intended use of the facility as stated on the building use permit.
2. Changes, additions or cancellations must be made through the Community Education Office at least two weeks in advance of scheduled use and will result in a \$20 contract change fee. Cancellations received after the 2-week window will be charged as follows:
 - Seven - thirteen days notice - \$20 contract change fee and all personnel costs.
 - One - six days notice - \$20 contract change fee and 50% of estimated rental charges plus personnel costs.
 - Less than 24 hours notice - 100% of estimated charges.

Equipment Use

1. Use of school equipment must be stated on the permit at time of application.
2. Physical education and other curriculum equipment is not available. Volleyball standards can be made available at an additional charge.
3. Use of tables and chairs is available to all users at no charge. Group must set up and take down, leaving the room in same condition found. Furniture and equipment owned by the district shall not be moved unless requested in advance through Community Education. Permission to move equipment may be given on site by building custodian or building supervisor.
4. Any apparatus or other equipment moved into the building must have prior approval by both Community Education and the building principal and must be removed promptly after each use so as not to interfere with the normal school program.
5. Audio visual equipment is available for use for an additional cost if available. Requests must be listed on the facility use permit under "special requests for services or equipment" and approved prior to use. Some equipment will require equipment operators and charges are assessed to permit holder.

Illegal Behavior

1. Use of tobacco products is prohibited in all school buildings.
2. The permit holder shall assume full responsibility for any unlawful act committed on the premises during their activity.
3. The use of intoxicating beverages or controlled substances anywhere in or on the premises is prohibited. Violation constitutes immediate revocation of permit.
4. All local and state ordinances and laws of the police and fire departments must be observed.
5. Dances for students must be approved by the principal of the building where the dance is to be held.

Weather

1. Snow removal is not guaranteed on non-school days. Users who require snow removal must make arrangements with the Community Education department, and will be charged appropriate fee.
2. Facility permits may be cancelled when the schools are closed due to inclement weather. Call the Community Education office after 3:00 PM for status on evening building usage. Building closures will be listed on our website.

Stadium Use

1. Rental fee includes only use of the facility and does not include any further personnel or equipment costs.
2. Requests for stadium use will be considered on an individual basis, with consideration of the following issues:
 - 1) Number of events scheduled annually in the stadium.
 - 2) Duration of event - specifically in regard to evening hours.
 - 3) Noise - specifically in regard to impact on local residential areas.
 - 4) Traffic management - where anticipated attendance exceeds 750 persons, event organizers will be required to submit an acceptable traffic management plan and work with the local cities police department. Event organizers will be responsible for any additional costs involved.

Appeals Process

1. Questions regarding scheduling and billing may be made first to the Facility Use Secretary, second to the Facility Use Manager.

- 2 Questions regarding other facility use issues may be made first to the Facility Use Manager, second to the Community Education Director, and finally to the Community Education Advisory Council or committee designee.