

**ST. JOHNS
PUBLIC SCHOOLS
FACILITY
USAGE POLICY**

**ADOPTED BY:
ST. JOHNS BOARD OF EDUCATION
JUNE 25, 2002**

FACILITY USAGE

PHILOSOPHY STATEMENT

The Board of Education of St. Johns Public Schools supports a philosophy that encourages the use of school facilities for purposes directly related to the educational, civic, cultural, recreational and social life of the community. It recognizes that the primary purpose of school facilities is to implement their instructional and extra curricular programs and that other usage shall not interfere with these programs.

The Board also recognizes that the traditional use of school grounds and facilities should be expanded to greater serve the youth and families of the St. Johns School District. In order to provide facilities capable of joint use by the public and the school, the Board has created a Youth Advisory Council composed of representatives from various non-profit organizations to promote cooperation and flexibility in scheduling, maintaining, and financing school facilities. This Council also assists the Board in formulating and reviewing the facility usage policy.

I. GENERAL REGULATIONS OF FACILITY USAGE

- A. Guidelines for Facility Usage** - The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools will have precedence over other requests. Sponsors of school activities and events are encouraged to schedule their facility needs in advance of the date of use to assist in the further scheduling of the facility. To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been approved to determine priority for facility use and a schedule fee has been provided for approved users outside of regular programs or activities when designated space and facilities are available.

Category 1 will be given the highest priority and Category 5 the lowest priority. However, every effort will be made to accommodate all requests.

Category 1	K-12 Program Activities
Category 2	Community Ed. Programs/School Support Groups
Category 3	Community Use Non-Profit Groups
Category 4	Private Citizen Use/Non Profit Groups
Category 5	Commercial Users

- B. Nature of Program** - Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform with all of the policies of the Board of Education.



- C. Supervision & Security** - All activities must be under competent adult supervision approved by the Director of Operations and the principal of the building involved. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the administration. In most cases the use of the school facilities will require that a school employee be present when the building is open.
- D. Damage and/or Property Loss** - Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the building principal and approved by the administration, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The school district will not be responsible for any loss of valuables or personal property.
- E. Restrictions on Use** - Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time.
- F. Fire & Safety Regulations** - Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- G. Condition of Rooms** - User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be compensated by the using group.
- H. Inclement Weather** - All activities will be cancelled when school is closed due to inclement weather.
- I. Controlled Substances** - Controlled substances (i.e., alcoholic beverages, cigarettes, marijuana, etc.) will not be permitted in school facilities or on school property at any time.
- J. Use of Custodians** - When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on and that doors are opened for the group's use of the facility. The employee will be responsible for handling furniture and equipment and seeing that the facility and equipment are left in good order after the activity is over.
- K. Opening of Offices** - Building custodians have been instructed that only in the case of an emergency are offices to be opened and/or telephones used. Groups are requested to use the pay telephones.
- L. Food/Drink in Buildings** - No food/drink items of any type are to be used in school district facilities without the prior knowledge and consent of the Director of Operations. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff will be necessary at user expense to supervise the kitchen.

- M. Use During Summer Recess** - Use during summer months, holidays or during other periods shall not conflict with building cleaning or building renovations.
- N. Liability Insurance** - A certificate of liability insurance will be required for Categories 4 and 5 at least two weeks prior to use. Insurance is not required for Categories 1, 2, and 3. Minimum liability insurance in the following amount must be provided: \$1,000,000 combined single limit liability. User is responsible for getting the insurance.

To the maximum extent permitted by law, the renter agrees to indemnify and hold harmless the District, the Board of Education, individual Board members (both past and present), the District's administration and/or any other District representatives, employees, agents and officials, for any claims, actions, liabilities, costs and expenses, including reasonable attorney fees, which are alleged to arise or result from, or are related to, the renter's use of the Property or the activities that are conducted by the renter on the Property. This liability includes, but is not limited to, claims for bodily injury or death of persons and for loss of or damage to property. This liability does not include claims resulting from the negligent or intentional acts of the District and/or its agents. Further, nothing contained within this provision shall operate to limit or waive, or be construed as limiting or waiving, the District's immunity from liability as granted by state and/or federal law.

- O. Enforcement of Rules** - Responsibility for enforcement of rules and regulations regarding use of school facilities rests with groups using the facilities. Permits to use a facility may be canceled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the St. Johns Schools assumes no liability other than return of fees charged. Any infraction of the building use regulations herein listed may also be grounds for refusing to grant subsequent requests for the use of school facilities.

II. REQUIREMENTS

- A. Applicant** - Applications for the use of school facilities shall originate with a responsible adult representing the organization. Representatives who have been granted permits shall not reassign, transfer, sublet or charge a fee to others for the use of school property. A \$10 non-refundable application fee will be assessed when the completed form is returned by the applicant. **The application fee will be applied to the organization's rental charges if the bill is paid within two weeks of the event.**
- B. Building Use Application** - The applicant is responsible for completing a Building Request Form for all requests for use of school facilities. Completed applications must be signed by the person requesting use and should be submitted a minimum of two weeks in advance of use. Building Use Forms can be obtained from the Wilson Center office. The form will be sent to the principal of the facility for approval and then to the Director of Operations for consideration. Upon approval, copies will be sent to the custodial staff, the school office and to the applicant. A copy will be maintained in the Community Education Office. The applicant's request should not be considered to be approved until the applicant receives the signed copy.

Applicant must have their request form in their possession at the event.

- C. Custodial Fees** - If services of the custodian are requested and the custodian is called away from his regular duties, then the group will be required to pay the custodial contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for custodial time required to setup special school equipment and furniture (e.g., P.A., tables for large banquets, riser, etc.) If a group uses a school facility at a time when a custodian is not normally on duty, then all of the custodian's overtime for the period his services are required shall be charged to the renting group.

No overtime shall be paid directly to any school employee by the user.

- D. Equipment Fees** – The use of equipment by non-school groups shall be granted only upon advance approval of the building principal. Extra compensation must be paid for employees for moving, operating, or supervising special or extra equipment and will be charged to the using group. A \$50 rental fee is required for each set of bleachers.

- E. Collection of Fees** – In all cases, fees for Category 3, 4 and 5 users will be billed within two weeks of the date of use. This includes facility rental charges, staff costs and fees for extra services which may be required. A 1½% monthly fee will be assessed if the bill is not paid within 30 days of the billing date. Estimated fees for Category 4 and Category 5 users shall be paid in advance. A deposit fee of \$200 or 10%, whichever is greater of the total estimate is due at least two weeks prior to the date of use.

- F. Additional Personnel Fees**

Food Service/Kitchen Supervisor – as established by current pay schedule.

Auditorium Sound/Light Technician – as established by current pay schedule.

Life Guard – a life guard must be on the pool deck at all times. The school will approve the guard assigned who will be paid according to the current pay schedule.

- G. Without Fee Charge** – Provided the user groups make proper application for use we will not be charging user groups for registering students in the hallways or the commons areas at the high school, middle school, or elementary schools. Likewise, a rental fee will not be assessed for the use of any elementary ball or soccer fields. These groups will be charged the \$10 application fee.
- H. Deposit** – Users may, at the discretion of the Director of Operations be requested to include a security deposit equal to the total amount of estimated fees based upon the nature of the event. If the user cancels with less than two working days notice to the Community Education Office, a cancellation fee of fifty dollars (\$50) or an amount equal to ten percent (10%) of the estimated fee, whichever is greater, will be charged.
- I. Notice of Cancellations** – The Administration reserves the right to cancel with reasonable notice any non-school event in order to maintain first right of use of school facilities for school programs. All approvals are granted with this understanding.

III. CATEGORY AND FEE STRUCTURE

Category 1: K-12 Activities

K-12 Program Activities are those which directly relate to regular or extracurricular K-12 events. These include music performances, plays, athletic events, parent orientation meetings, honor society induction's, award banquets, etc.

Fees for Category 1

No rental charges will be assessed for activities and performances which are considered part of the regular or extracurricular K-12 program.

Category 2: Community Education Programs/School Support Groups

Community Education programs solely or jointly administered by the Board of Education will be granted a second priority for available school district space and facilities. School-related support groups include but are not limited to: Parent-Teacher Associations, Parent Advisory Groups, Band Boosters, Sports Boosters, St. Johns Schools Foundation for Excellence, Habit mentoring program, BB/BS mentoring program, Special Olympics, local Scout organizations, and Clinton County Habitat for Humanity. It is understood that these groups will primarily be using cafeterias, classrooms and media centers.

Fees for Category 2

For use during school scheduled hours of operation, no rental charges will be assessed. Local Scout organizations using a gymnasium or pool will be considered a Category 3 and charged accordingly. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required to work beyond their normal work schedule. All custodial overtime must receive prior approval from the Director of Operations.

Category 3: Community Non-Profit Groups

Community non-profit groups are defined as governmental agencies, church groups or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers. Examples of Category 3 users include but not limited to are: Jaycees, Kiwanis, Rotary, Exchange, Lions & Lioness Club, St. Johns Chamber of Commerce, City of St. Johns, Hospital Auxiliary, Community Theatre, Big Brothers/Big Sisters, St. Johns Friend of the Court, St. Johns Camera Club, Clinton County Counseling Center, MSU Extension Programs, Clinton County Amateur Radio Association, Mint Country Garden Club, Maple Twirlers Square Dance Club, 4-H Groups, American Cancer Society, Clinton County Department of Waste, Seventh Day Adventist Church, Church of Jesus Christ of Latter Day Saints, St. Joseph Catholic Church, First Church of God, First Congregational Church, St. Peter Lutheran Church, Community Christian Church, Victory Christian Fellowship Church, United Methodist Church, Lowe United Methodist Church, St. Johns Fire Department, St. Johns Police Department, Clinton County Sheriff Posse, Clinton County Sheriff Department, Sea Lions, St. Johns Youth Athletic Association, AYSO and USSF Soccer, Warriors for Christ, St. Johns Youth Baseball, St. Johns Girls Softball, Redwing Lanes Youth Program, and the organizations represented on the Youth (K-12) Advisory Council and not included in Category 2. Such community non-profit groups will be issued permits for space and facilities on a third priority basis.

Fees for Category 3

During scheduled school hours of operation, rental charges will not be assessed. Since many of our schools have different beginning and ending times, facility users should contact the respective school for their regularly scheduled hours. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime costs must receive prior approval from the Director of Operations. In addition to the Category 3 rental fees, athletic and community events for which ticket sales and admission fees are charged or a concession is run, a donation will also be made to improve the St. Johns Public Schools facilities. The fixed rate for the Sea Lions usage will be \$2,250 and for the SJYAA usage the rate will be \$2,500. This includes application fees for both organizations. Custodial fees will still apply for both groups.

Category 4: Private Citizen Use/Non-Profit Groups

Private Citizen Use/Non-Profit Groups are defined as formally/informally organized groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, cultural, religious or charitable goals. This category includes, but is not limited to: private citizens who charge a fee for profit but provide opportunities for St. Johns students, schools other than St. Johns who are hosting events/activities, adult athletic clubs, YMCA, recreational users with restricted membership, neighborhood associations, political candidates or political party meetings when their programs are not open to the public free of charge. These groups will be assigned fourth priority of available space.

Fees for Category 4

Category 4 users will be charged according to the enclosed schedule as allowable space permits. Non-resident groups/individuals in this category will be required to pay a deposit of \$20 or 10% of all estimated fees, whichever is greater, upon reservation with the balance being due at least two weeks after billing.

Category 5: Commercial Users

Commercial users are defined as private businesses for profit, vendors or entrepreneurs. Commercial users are discouraged from application for K-12 facility use. Applications for use of facilities will be reviewed by the Director of Operations. Approval of all applications in Category 5 will be based upon the following criteria: benefits to the school district and the community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; relationship of the activity to the stated mission of the school district.

Fees for Category 5

Category 5 users will be charged according to the enclosed schedule as allowable space permits. A deposit of \$200 or 10% of the total estimated fee, whichever is greater, shall be paid by these groups to reserve the facility with the balance of all estimated fees due at least two weeks prior to the date of use. A cancellation fee of \$50 or 10% of the total estimated fee, whichever is greater, will be charged if the requester cancels less than two working days before the scheduled event.

CONCLUDING STATEMENT

St. Johns Community Schools herein has attempted to provide maximum usage of school facilities within a framework that will guarantee to the community that school facility use is in no way a detriment to the regular educational program of the children. Fees are designed so that no undue burden is placed upon the public as the result of individual group use of school facilities.

FACILITY USAGE FEE SCHEDULE

Charges are per hour unless stated otherwise

<u>FACILITIES</u>	<u>CATEGORIES</u> 1 & 2	<u>CATEGORY</u> 3	<u>CATEGORY</u> 4	<u>CATEGORY</u> 5
HS Gym	<u>\$0</u>	<u>\$30</u>	<u>\$60</u>	<u>\$100</u>
HS Pool	<u>\$0</u>	<u>\$30</u>	<u>\$60</u>	<u>\$200</u>
HS Wrestling Rm	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
HS Locker Rms	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
MS Gyms	<u>\$0</u>	<u>\$20</u>	<u>\$40</u>	<u>\$80</u>
MS Locker Rms	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
WC Conference Rm	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$60</u>
WC Board Rm	<u>\$0</u>	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
WC Gym	<u>\$0</u>	<u>\$20</u>	<u>\$40</u>	<u>\$60</u>
Elementary Gyms(Rural)	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
Elementary Gyms (City)	<u>\$0</u>	<u>\$20</u>	<u>\$40</u>	<u>\$80</u>
Classrms (HS,MS,WC,Elem)	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
Cafeterias	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
Kitchens	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
Libraries	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$50</u>
1.Auditoriums (HS, MS, WC)	<u>\$0</u>	<u>\$75</u>	<u>\$150</u>	<u>\$300</u>
2.Athletic/Recreational Fields	<u>\$0</u>	<u>\$50</u>	<u>\$100</u>	<u>\$200</u>
3.Official Playing Surfaces	<u>\$0</u>	<u>\$75</u>	<u>\$150</u>	<u>\$300</u>

1. Auditoriums - Fee is per event rather than per hour and includes one four-hour event plus one rehearsal. Additional rehearsals available at a cost of \$30 each. The amount listed is a minimum charge.

2. Athletic/Recreational Fields - A field restoration fee of \$50, per playing field will be charged to those athletic organizations who use the fields on a seasonal basis. The organization is also responsible for the materials and direct labor to keep those areas marked for their activity.

3. Official Playing Surfaces – Fee is per event/game per field plus the cost of utilities, supplies, equipment and labor when these fields are used for competitive events. (This includes: football, soccer, tennis courts, ball fields and track area.)