

**KG Use of School Facilities and Equipment**

The Board of Education of Holton USD 336 believes that learning is a life-long process and that the resources and facilities of the Holton Schools should be made available to the patrons of the school district, consistent with the guidelines stated below.

The Board recognizes that its first priority must be to the educational program for the students served by Holton USD 336. The schools will have first priority in the use of facilities and resources.

The Superintendent of Schools is directed to develop administrative procedures for use of school facilities with the regular school program. Such procedures will include guidelines for the use of facilities by community agencies.

ADOPTED: JUNE, 2009

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

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The facilities of Holton USD 336 are the property of the citizens of the school district. The Holton USD 336 Board of Education policy recognizes the concept that learning is a life-long process and the resources and facilities should be available to the citizens of the district. The following guidelines and procedures shall govern the use of Holton USD 336 facilities.

### **Guidelines**

1. The educational program and activities of Holton USD 336 students will have first priority in the scheduling and use of school facilities. Not "for profit" organizations or activities, political groups, public or private parties will have access to Holton USD 336 facilities unless approved by the Board of Education. The school district and organizations with the specific intent to benefit USD 336 students and meet the 80% participation provision (state below) will take precedence over other groups and will not be charged for building usage unless additional custodial or food service personnel are required. All other non-profit groups will be served on a first-come-first-served basis. Any activity must be adequately insured and must provide a certificate of liability insurance.
2. School facilities will be available on a scheduled basis to community groups, organizations, religious bodies, and agencies contributing to the welfare of USD 336 students. The individuals requesting use of facilities must be a resident or employee of Holton USD 336 and be 21 years of age.
  - a. School facilities are not available during the school day.
  - b. Tobacco, alcoholic beverages, and illegal drugs may not be present or used on the premises.
  - c. School facilities will be available for use after school hours until custodial staff leaves the building, with appropriate personnel on site, (Colorado School & Central School 5:00 p.m., Holton Middle School 8:00 p.m., Holton High School 10:00 p.m.) as scheduled by the District Office.

Exceptions to this time frame must be approved prior to the event by the Superintendent.

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d. All Holton USD 336 attendance centers and the district office building will be available for use by community groups with the following exceptions:

- i. Athletic Equipment
- ii. Weight room, locker rooms, and batting cage
- iii. Office complexes
- iv. Kitchens and equipment unless district food service personnel are employed

The USD 336 Board of Education reserves the right to grant use of any district owned facility upon formal request made to the Board. Chairs and tables may be made available upon request. The purpose of the use of school facilities determines whether a fee will be assessed.

a. If the type of activity conducted requires custodial, food service or security services in addition to those normally scheduled, a fee will be charged. Arrangements for payment of all fees will be made with the District Office.

b. There will be a \$15/hour for each area used (unless generating money for school activities or student events). Plus hourly wage for, custodial, food service personnel, and security personnel. Approval of events requiring these types of personnel will be disapproved if personnel are not available.

c. Not for profit educational and youth activity groups serving students in grades pre-kindergarten through twelve, whose enrollment consists of at least 80% USD 336 patrons or students may be charged minimal rental fees and personnel charges to recover costs and custodial and/or supervisory costs incurred by USD 336. Groups that are made up of students that make up less than 80% USD 336 students or patrons will be charged rental and personnel fees.

- d. The District Office is responsible for the scheduling, overall coordination, and facilitation of the use of school facilities in accordance with the framework of board policies and administrative procedures.
- e.. The building principal will be asked to approve the use of school facilities for which he or she is responsible based on availability of requested facilities

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- f. The future use of school facilities shall be denied to any community group, organization, and/or agency violating board policy, administrative procedures and regulations for use of the school facilities.

### **PROCEDURES FOR SCHEDULE USE OF SCHOOL FACILITIES BY COMMUNITY GROUPS, ORGANIZATIONS, AND/OR AGENCIES**

1. All requests for use of a school facility on a scheduled basis must originate with the District Office at least two weeks in advance of the event.
2. Those requesting use of the facilities must complete a Facility Use Form which can be obtained at the Holton School District Office, 515 Pennsylvania,
3. The approval for use of all facilities is the responsibility of the respective building principal based on availability. The Holton School District Office Building is under the direction of the Superintendent.
4. The scheduled use of each school facility will appear on each building's calendar of events.
5. During the school weeks (till custodial staff leaves building, weekdays), regular duty school district personnel (custodians, principals, etc.) will be responsible for opening, closing and securing the school indoor facilities. During summer weeks, school indoor facilities will open at 6:30 a.m. and close at 2:30 p.m. Summer availability of indoor facilities will be limited due to maintenance work, school sponsored summer camps and clinics, and KSHSAA eligibility requirements.
6. School personnel must open and close buildings. Keys will not be checked out.
7. A copy of this policy will be provided to the person designated by the user as the responsible party the first time each year that the group schedules a facility for use.

8. All fees, wages (custodian, etc.) and/or a deposit shall be paid promptly following notification to Holton USD 336.

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