

## COMMUNITY USE OF SCHOOL FACILITIES

The Board of Trustees subscribes to the belief that the public schools are owned and operated by and for its patrons and that the schools should become an integral part of the community in terms of its intellectual and social expression and development. To this end the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization or the purposes they represent.

School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board and/or Superintendent through the appointed coordinator. Community use will be only at such times as the facilities required are free from district curricular and extracurricular activities.

### General Procedures

- 1 The Activities Director will be responsible for maintaining, an accurate calendar of all uses of school facilities by school and community groups.
- 2 All parties (including coaches) who wish to use the school facilities outside of regularly scheduled team/group activities must have authorization and scheduling with the Activities Director. This authorization must be obtained and scheduled by the end of the school day Friday of the previous week for use the following week or later.
3. The Superintendent shall determine and the Board shall approve all universal fees for fee-use of district facilities.
- 4 Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.
- 5 Alcoholic beverages will not be permitted in school facilities or on school property at any time without consent of the Superintendent and Board of Trustees.
- 6 All applicants for use of district facilities shall hold the Roundup School System free and without harm, for any loss, damage liability, or expense that may arise during or be caused in any way by such use or occupancy of District facilities. In the event that property loss or damage is incurred by the District during such use or occupancy of district facilities. The amount of damage shall be decided by the superintendent and approved by the Board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
- 7 All non-school groups using Roundup Public School Facilities whose events are not open to or directly serving the student body of Roundup Public Schools must purchase independent liability insurance.

### COMMUNITY USE OF FACILITIES

Priority of use:

1. Top priority - School use
2. Second priority - Community/Adult Education
3. As scheduled:
  - a. Community benefit (non-profit)
  - b. Community benefit (profit)
  - c. Use by organizations outside the school district boundaries that may benefit the community.

Non-profit organizations residing within the local district will be provided facilities at no charge unless admission is charged. If admission is charged, the group will be charged a rental fee for each paying session. Any individual or group that is not non-profit will pay a rental fee for facility use regardless if admission is charged.

If the use of a facility by any group or individual requires the services of school personnel, a charge of \$12.00 per hour per individual will be charged. Access to equipment will be provided when reasonable. If further cleaning or maintenance of facility is required after the activity, the organization will be charged at the rate of \$12.00 per hour to enable regular classroom activities the following day.

COMMUNITY USE OF FACILITIES - RECOMMENDED MINIMUM FEES

The request of school facilities by any individual or group for recreational purposes will be charged the standard rental fee. These charges are on a per day basis. Make checks payable to Roundup Public Schools.

**STANDARD RENTAL FEES**

Community Center: \$25      Roundup High School: \$25  
Refundable Key Deposit: \$5      Dance Floor Rental: \$100  
Non-School Athletic Groups which benefit current students: \$10 per season/ \$20 per year  
Adult Fitness/Open Gyms: \$20 per year

I. Agency or group wishing to use school facilities:

\_\_\_\_\_

II. Room requested:                  Date/Day(s)      Time:

\_\_\_\_\_

III. Name of local person(s) who can be reached concerning information about the activity:

1. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

IV. List any special equipment needed: (chairs, tables, speaker, etc.)

\_\_\_\_\_  
\_\_\_\_\_

V. Groups and individuals supervising groups agree to the following conditions concerning use of the school facilities:

1. Groups must limit their activities to the specified areas requested in II above.
2. Groups must leave the facility in the condition in which it was found when the group arrived, or make arrangements with the principal to pay for necessary custodial help. Agencies and persons responsible for supervising activities assume liability for all damage to facilities resulting from the group activity.
3. No use shall be made of school equipment such as gym apparatus, playground equipment, stoves, folding tables and chairs, ladders, and all other equipment without permission. If permission is granted for use of any of the above, the agency and persons responsible, (a) assume liability for all damage to equipment resulting from the meeting or activity, and (b) assume liability for all injury to persons or property resulting from the use of this equipment.

4. The Board of Trustees of Districts 55 and 55H and/or staff of Districts 55 and 55H assume no liability for damage to, or loss of property or injuries to persons involved as participants, visitors, or spectators in programs of groups using school facilities.
5. Persons supervising activities agree to assume responsibility for the behavior and discipline of all those using the facilities, including participants, visitors, and spectators.
6. As a representative of the applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the RULES AND REGULATIONS governing the use of school buildings, grounds and equipment.
7. Persons responsible for the activities will notify the Activities Director in advance of any changes in these arrangements.
8. Groups which abuse their responsibilities will not be allowed future use of school facilities.
9. Activities that permit religious oriented preaching or proselytizing to mixed audiences shall be prohibited. Likewise, collection plates or container devices for collection of money shall be prohibited.

VI. The rental rate schedule for this can be found at the top of this page.

Checks should be made payable to Roundup Public Schools.

VII. SIGNATURE OF PERSON WHO WILL SUPERVISE THE ACTIVITY AND WHO ASSUMES RESPONSIBILITY FOR SEEING THAT THE CONDITIONS OF THIS AGREEMENT ARE MET:

Name \_\_\_\_\_ Title \_\_\_\_\_

Group \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

VIII. Activity Director's Approval \_\_\_\_\_ Date \_\_\_\_\_

# *Roundup School District*

## *INSURANCE REQUIREMENTS FOR FACILITY USE PERMIT*

"The user of the facility shall provide the School District with a certificate of insurance. Said certificate shall name the School District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall also contain information regarding the coverage for worker's compensation or self insured status as per Montana insurance guidelines. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the School District written notice at least 10 days before the effective date of the cancellation or non-renewal.