

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

District grounds, buildings, and properties were purchased or erected for the purpose of education and training of the youth and adults of the District. The use of school facilities for this purpose shall have priority over all other uses and will be made available, to the fullest extent possible, under conditions prescribed by law and in accordance with the adopted policies of the Board.

1. District facilities are made available for:
 - A. Social centers for the entertainment and education of the people.
 - B. The discussion of all topics tending to the development of personal character and civil welfare.
 - C. Giving instructions in any branch of education, learning, or the arts.
 - D. Holding educational, civic, social, or recreational meetings and entertainment, and for such other purposes as promoting the welfare of the community, provided such meetings and entertainment shall be non-exclusive and open to the general public.
 - E. Public library purposes.
 - F. Polling places for holding elections and for the registration of voters.
 - G. Holding meetings of electors for the discussion of public questions and issues. No such meeting shall be held during regular school hours. No charge shall be made for such use, but the candidate or committee holding the meeting shall be responsible for any damage done or expenses incurred.
2. No school facilities shall be used for any of the following reasons:
 - A. Any program which would include the use of intoxicating beverages or drugs.
 - B. Engendering racial or religious prejudices or for any other purpose inimical to our democratic way of life. (Requests by organizations of a controversial nature should be referred to the Board for decision.)
3. For the purpose of establishing priority, the Board recognizes four classes of school facility users. **PROOF OF INSURANCE IS REQUIRED FOR ALL CLASSES.**
 - A. Class I – School Groups – Includes all Southwest Local Schools events/programs and educational meetings (staff or student).
 - B. Class II – Southwest Local Schools affiliated groups – i.e. PTA, Boosters, etc.
 - C. Class III – All local organizations, teams, civic groups and youth groups dedicated entirely to the service of school age youth from the Southwest Local Schools community (proof of residency may be required).

D. Class IV – All non-local organizations and agencies, other school districts, churches and individuals.

4. All groups interested in the use of Board owned fields and facilities will attend a meeting to determine and distribute Board owned fields and facilities. This meeting will be advertised on the District website and in local publications. At the conclusion of this meeting a check and proof of insurance will be required payable to “Southwest Local Schools” for the entire cost of those fields and facilities requested. Failure to provide payment at the time of this meeting will result in the loss of the requested fields and facilities.

A. A deposit of \$100 shall be made at the time of application. This deposit is refunded to the extent there was no damage caused by the user(s).

B. Facility rental and personnel fees (per hour).

C. The Superintendent may consider special requests for a waiver of fees. The Superintendent reserves the right to deny access to organizations whose activities may represent a threat to the safety of participants, and may disrupt the educational program or may damage facilities.

D. Use of any varsity field will incur a \$25.00 per day fee. This fee is due prior to the start of the season and varsity fields may be used for GAMES ONLY. No games will be played on the varsity baseball or softball field during the regular season by other organizations.

ALL RATES ARE PER HOUR

	School Gymnasium	Wildcat Arena	Cafeteria	Performing Arts Center	H.S./J.S. Auditorium	Classroom	Athletic Field	Light/Sound Operator	Custodian
Class I	NC	NC	NC	NC	NC	NC	NC	NC	NC
Class II	NC	NC	NC	NC	NC	NC	NC	\$25	\$25
Class III	\$20	\$125	\$20	\$125	\$20	\$10	NC	\$30	\$30
Class IV	\$20	\$150	\$20	\$150	\$20	\$20	\$50	\$40	\$40
Varsity Field Class II-IV							\$25 per Day		

5. A district representative may be in attendance when the buildings and/or designated varsity athletic facilities are used by any group regardless of classification. If District personnel are needed at times when they are not normally on duty at the site or are performing tasks specifically for the using group (Class II-IV), then the group is responsible for the salary cost incurred. When police service is required by SLSD, arrangements are to be made by and paid for by the using group. Use of a kitchen for cooking purposes requires the presence of a District Cook.

The using group is billed by the District for the personnel costs and the District will pay the school employee for his/her services. Groups will not pay school employees directly.

The using group takes full responsibility for any and all subcontracted services and subcontracting parties. Supervision by the sponsor will begin and close the activity on time as scheduled. Supervision includes keeping all vehicles off playground areas by providing personnel to direct vehicles to a properly designated parking area, and includes cleaning or housekeeping of the premises after each activity (unless the group is charged for total custodial services).

6. Procedures to be followed in obtaining use of District facilities by Class II users are established by the building principal. Procedures to be followed in obtaining use of District facilities by Class III and IV users include:
 - A. Completion of two copies of Facility Utilization Application indicating organization, address, and phone number of individual responsible, individual making application, dates and hours of desired use, specific area of facility to be used, use of school employees desired, cost for same and charge for using the facility. Proof of insurance is due at time of application.
 - B. One copy shall be retained by the administrator-in-charge and one forwarded to the Superintendent or his/her designee. All applications desiring repetitive use of a facility or applications of a controversial nature shall be submitted to the Board for approval.
7. The group or organization using the facilities is responsible for all property destroyed, damaged or removed during the period of use, and user shall make payment for same directly to the Treasurer. Damage or loss is reported to the Superintendent.
8. Any organization or group to whom the school grounds or facilities have been loaned shall accept full responsibility for both the conduct of all who use such grounds or facilities and for the proper care of the buildings and equipment.
9. All Class III and IV groups using a facility must agree to indemnify and hold harmless the District from all liability claims and sign a waiver stating such. The user shall assume all risks involved with rental of school facilities.
10. In the event of a change in scheduling of field or facility usage, the activities and events under Southwest Local Schools (Class I) take precedent over any and all other groups.

(Approval: November 17, 2011)