

USE OF SCHOOL FACILITIES

The schools belong to the people of the school district, and the plant facilities are established, maintained and operated by funds largely provided by local tax dollars. The school board therefore accepts the responsibility of making the school facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, or recreational activities which do not interfere with the operation and best interests of the school system.

Application for Use

Any group or individual requesting the use of school facilities, other than use for school-sponsored activities during the school day, must submit an application to the school principal or his/her designee. Facility use includes both inside the building and outside on the school grounds. Request for events accommodating 200 or more individuals must be made at least two weeks prior to the time school facilities are needed. All other requests must be made with enough notice for thorough consideration. Facilities will be reserved only for the time available within the coming semester.

No reservations for the building can be made until the application is complete. Applicants are required to read, sign, and submit the Facility Use Permit application before a permit will be issued. Facility use permits are available at the schools. Permits will be issued on a first come, first served bases.

Prohibited Activities

No school building or facility shall be used for any purpose which is likely to:

- conflict with school activities and/or
- interfere in students' education and/or
- result in picketing, rioting, disturbing the peace or
- result in damage to property or
- be illegal.

Approval

The building principal or his/her designee is authorized to approve and arrange for scheduling the use of the school facilities by applicants satisfying the above requirements.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any school board policy or guideline, particularly those with to care and use of the facilities. No event should be conducted if it is likely to disrupt the education of students.



The school board reserves the right to revoke any permit, without liability, should such action be deemed necessary or desirable.

The superintendent, or his designee, shall approve all rentals of school facilities. The board must approve any special requests or exceptions to this policy.

User Responsibilities

1. Obtain a proper building use permit.
2. Follow all school board policies with regard to proper conduct and building use while on school property
3. Restore to original condition any property destroyed or suffering from more than normal wear and tear. The district shall have the sole discretion in the determination of destruction of property or excessive wear and tear.
4. Check to determine if the school is closed because of inclement weather. If the school is closed because of weather or emergency, there will be no functions allowed at the school.
5. Notify the Rye Police and Fire Department of the activity if deemed necessary by the building administrator
6. Pay all appropriate fees, including any custodial, police, or fire expenses.
7. The adult who is responsible for the activity shall be present at all times and designated as the person responsible for appropriate supervision of the program or activity.
8. Assume responsibility for property left on the premises by the applicant or participants.
9. The user of any school facility, not related to an official school-sponsored activity, must assume full responsibility for personal injury to participants and spectators. The user shall furnish a certificate of insurance acceptable to the Rye School District prior to the commencement of any use of the premises. Such certificate shall provide public liability insurance, for bodily injury and property damage and shall be filed with the principal one (1) week prior to the event. The Rye School District, its officers, agents, employees and servants shall be included as Names Insured on the Certificate of Insurance. Said insurance shall not be less than one million dollars, and a higher limit may be required depending on the type and size of the activity. Should an injury occur, the principal shall be notified immediately of the injury with the details of the injury. Users and activities related to official school-sponsored events and programs need not furnish a certificate of insurance as the school district insurance policy will cover those activities.

District Responsibilities

1. Issue a permit upon the approval of a valid permit application within a reasonable period of time.



2. Issue an estimate of all fees (excluding police and fire)
3. Collect and maintain insurance certificates.
4. Provide the space and services requested and approved.
5. Provide district personnel to assist or monitor the event, when necessary
6. The district assumes no responsibility for property left on the premises by the applicant or participants.
7. The principal shall make the determination of whether or not the user or the event is directly related to a school sponsored program.

Use Restrictions

1. No interference with students' education
2. No smoking on school property
3. No sale, use, or possession of alcoholic beverages or controlled drugs on school property.
4. When using the gym, do not change the electrical or electronic circuits or change the setting of the thermostatic controls without the consent of the principal or his/her designee.
5. Any materials (e.g. decorations, scenery) should not be brought into the school without approval from the principal or his/her designee. Adhesives should not be used without approval from the Principal or his/her designee.
6. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports. For non-athletic events held at any school gym, it is up to the discretion of the principal whether the floor shall be covered and whether it shall be covered at the applicant's expense.
7. If a school piano is requested, the principal's permission is required. The principal shall determine if the piano needs tuning after its use.

Building Use Fees

Organizations sanctioned by the Rye School District and operating directly for the benefit of the Rye Schools and Rye students, such as the PTA and REF, may use the buildings without charge. Such organizations must abide by all school policies when using school facilities. Enrichment programs for students and athletic and academic programs that are an extension of school programs are not required to pay a fee as long as they comply with all Rye School District policies. In addition, the Rye Recreation Aftercare Program shall not be charged for the use of space as long as the program is operated at the Elementary School.

Other organizations may use school facilities upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the school board (see attached fee schedule). Any additional charges due to building use that are due following the event must be paid immediately upon the completion of the event. The board reserves the right to waive rental fees.



The user is directly responsible for charges from external organizations such as the police and fire departments required for the activity. In addition, the following fees may apply:

1. Whenever custodial and/or cafeteria services are required, the number of custodians and/or cafeteria workers needed will be determined by the principal. These expenses will be charged at the contract rates currently in effect and paid for by the applicant. At no time is the user to pay the custodial or other staff directly.
2. Fees will be charged for any other staff required to be on site for the purpose of the building use.
3. Any other set-up or clean-up fees.
4. In the event that a notice of cancellation is received less than 48 hours prior to the time of the planned activity, there will be a charge of two (2) hours of custodial time if overtime would have been required for the activity. For cancellations received with at least 48 hours notice, the group/organization will incur no charges.
5. Use of the school cafeteria for functions requiring outside catering services will be under the general supervision of the principal or his/her designee. If it is deemed necessary to have a food service staff member on site for the event to either provide a service or oversee the use of the kitchen, the user is responsible for the overtime pay incurred by that employee.
6. When state facilities, stage lighting, or audio-visual equipment are to be used, a lighting technician assigned by the school will be required and his/her entire fee will be charged to the renting organization. The organization may provide its own qualified operators, if approved by the principal or his/her designee.
7. Should the principal deem covering the gym floor is necessary to protect it during the event, the user shall be responsible for the cost of covering the floor.
8. Pay for the tuning of the school piano after its use, should the principal deem it necessary. If the piano is to be moved, the cost of moving and returning it shall be the responsibility of the user.
9. Building use and field use fee schedule: See appendix KF-R

Adopted 2008

