

Regulations on Use of School Buildings

School buildings represent a heavy investment to taxpayers of the local school district. It is the desire of the board that maximum use be made of facilities under their jurisdiction for the educational and recreational activities of the patrons of the local district. To extend the privileges of using the facilities, the board of education finds it necessary to seek compliance to its regulations governing the use of school buildings and facilities.

Nondiscrimination

Persons requesting use of facilities shall not be discriminated against based upon age, sex, national origin, race, color, religion, or **disability**.

Resident of District

Persons requesting use of the school district facilities must be patrons living within the USD #289 school district boundaries and at least 21 years of age or be a district employee.

Procedure for Obtaining Facility

A Request for Use of School Facilities form shall be submitted to the building administrator at least two weeks prior to usage date. All persons requesting the Use of School facilities, including school groups outside of the school day, are required to submit this form. Forms are available at the high school or elementary office or through the Activities Director. The elementary principal handles building use requests for the elementary school and the MS/HS Activities Director handles building use requests for the middle/high school facility. The building administrator will also determine if school equipment is approved or denied. The groups requesting the facility will be notified by the building administrator regarding approval, denial, fees, and conditions of the use of school district facilities.

Preference for Use of Facility

While the district wishes to be fair to all who request to use the district facilities, preference will be given to school groups and activities first. Second order of preference will be activities scheduled by Wellsville Joint Recreation Committee (WJRC). Third order of preference will be all other groups and/or activities wishing to use the facilities.

Relationship with WJRC

Because of the unique working relationship that WJRC and the school district have, all activities scheduled through WJRC will be allowed to use district facilities free of charge. Activities MUST be scheduled and changes to practice or game times handled through WJRC, not school district personnel.

In exchange for free building usage, it is understood that the school district will be allowed to use the WJRC owned baseball/softball fields during the spring season for baseball/softball practices and games. WJRC will provide the use of the fields, lights, restroom facilities and paper products, scoreboard, concession stand, and any other equipment that is needed to host a softball/baseball game. School district personnel may provide the labor to get the field ready for play and we may provide the marble dust for lining the fields. The school may use the WJRC owned equipment to prepare the fields.

Also included in this working relationship is the use of the district owned soccer fields across from the elementary school by WJRC for recreational soccer league practices and games. The school district will mow and maintain the soccer fields. WJRC personnel will mark the soccer fields for their games.

Assumption of Responsibility

School facilities will only be available to organized groups in which one individual agrees to assume responsibility for the facilities being used. This includes the payment of any damages done to school property during the group's use. The school district and its personnel accept no responsibility for accidents. USD 289 has the right to request additional supervision. All materials must be picked up immediately following the use of the building.

Opening and Closing Facilities

Whenever a facility is used during non-school hours, the building shall be opened and closed by an administrative approved adult supervisor in direct supervision (not participation). This could be a building custodian. If a building custodian is not on duty, a key will be issued to the responsible party through the permitting office. The key must be checked back in within one day following the event. An administrative approved supervisor shall remain on duty for the duration of the event. Custodial services must be performed by school district personnel. The group will pay custodial fees if custodial service is deemed necessary by the administration.

Kitchen Use

Whenever the kitchen door is unlocked for use by a non-school group, the group shall pay a kitchen fee. Limited kitchen use (water, serving window, and counter tops) does not require a USD 289 food service worker to be present. However, full use of a kitchen does require a USD 289 food service

worker to be present. In this case, the group will be assessed a fee to defray the cost of hiring a food service employee.

Fee Adjustment

A group may submit a Request for Waiver of Fees form prior to usage date if they would like the school district to consider reducing or waiving the assessment fees. The form should be submitted to the building administrator approving the building use form. The final decision will be made by the building administrator in consultation with the central office administration.

Written Guidelines

When a facility request is approved, the group will be given a copy of the Policy for the Use of School Facilities by Non-School Groups. USD 289 does reserve the right to discontinue the use of a facility by a non-school group for violating the written guidelines.

Fee Assessment

The facility fee structure is approved by the USD 289 Board of Education. The fee structure shall be reviewed by the BOE periodically. Full payment of fees is due to the central office one (1) week before the scheduled event.

Use of Facilities: Inclement Weather, Holidays, Emergencies, Sundays

Groups and organizations may be allowed to use the school facilities during inclement weather, holidays and during school vacation dates (i.e. Christmas Break, Spring Break). Groups need to follow the regular building use procedure to reserve dates and times. There may be instances when the school facilities will not be available during school breaks due to maintenance or emergency issues. Use of school facilities during breaks will be at administrator discretion.

Facility Eligibility

School district facilities will not be available to individuals or groups for profit, personal gain, commercial interest, or political meetings without the prior consent of USD 289 Board of Education.

If an individual/group, excluding school groups, is charging an admission price or making money on an event or activity, or selling a product, building usage fees will be charged according to the guidelines provided.

If an individual/group, outside of school groups, is hosting a tournament of any kind where groups from outside the Wellsville district boundaries are participating, a "product usage fee" of \$50.00 per day will be charged. This "product usage fee" is to help cover the cost of paper products, water, and electricity used throughout the event. The product usage fee will be paid even by groups who have qualified for no building usage fee.

Whenever any school facility is used by non-school groups or individuals, a school employee may be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Building Vacated

In most instances, the building should be vacated by 9:30 p.m. to allow for custodial clean up.

Group Classifications:

The following groups are educational in nature or not-for-profit organizations and are not charged for use of the facilities, unless using the facilities to make money (see Facilities Eligibility). All groups need to be within USD #289 boundaries to qualify for free building usage.

Scouts	Booster Club	4-H
PTO	Class Reunions	FCA
WJRC	Alumni Association	WEA
MidWest Juniors (unless hosting a tournament that charges a fee)		
Kid's Matter Wrestling (unless hosting a tournament that charges a fee)		
Churches	Civic organizations	Chamber of Commerce
City Council	College classes	

The following groups are considered Profit making ventures or Profit organizations and will be charged building usage fees:

Local businesses	Commercial Organizations	Craft Shows
Sports tournaments	Exercise/dance studios	