

7.10—PUBLIC USE OF SCHOOL BUILDINGS

It is the policy of the Board that District school buildings may be used by the community to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work and proper protection is afforded the district against the potential costs of such use. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities.

Groups may be assessed appropriate fees to use a facility. In no instance shall the use of a facility cause district expenditures which are not recovered. The District reserves the right to make final decisions concerning the use of facilities.

The District shall establish a fee schedule for the school facilities the District intends to make available for public use. The fee schedule shall be individualized for each school facility and shall be based on a formula that allows the District to reclaim the actual costs incurred by the District from the use of the facility.

School facilities that do not appear on the District's fee schedule shall not be available to the public.

The District shall also require **any** non-school related group using a district facility to provide proof of having purchased sufficient active and current general liability insurance to cover the damage to, or the cost to entirely replace the structure(s) and furnishing(s), if necessary due to the loss of, or damage to, District property. The renting group will include in their initial fee payment, a copy of insurance coverage that is in effect for the rental date(s) and the policy should state the rental group has a minimum \$1,000,000 property damage and \$1,000,000 personal liability coverage with the Jessieville School District named as additional insured.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms and weapons of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120 or the individual has a valid conceal carry license and leaves the concealed handgun in the individual's locked vehicle.

The District reserves the right to refuse approval or to cancel any and all agreements issued for the use of school district property when it is deemed that such action is necessary for the best interests of the district.

Jessieville School District Facility Guidelines and Fees

District facilities will be available for community use as long as there are no conflicts with school schedules according to the following guidelines, rental rate groups, and the facilities use rules and agreement.

Facility Use Guidelines:

- District facilities may be made available for community use as long as there is no conflict with school schedules.
- The superintendent will be the approving authority for use of the district facilities.
- It is required that a full-time district employee be present when the Sports Arena or Performing Arts Center is being used by persons or organizations not directly related to the Jessieville School District. Custodial services are also required when a building is being rented. The cost of these additional personnel will be paid by the user organization.
- Any group or organization using district facilities shall designate one member of its group to be in charge of and responsible for the program or activity. This person shall be the contact person and be responsible for application and payment. All groups must be properly supervised.
- Rental time is defined as hours when renters, event planners, and others associated with an event have access to the facility and will include both entry and exit time for the facility, rehearsal, set-up, or practice times needed prior to the scheduled event as well as break-down and clean-up times.
- Groups are responsible for their own set-up and clean-up under the supervision of the district buildings and must leave them in suitable condition for the operation of the district. Any clean-up time required by district personnel will be charged for reimbursement.
- It will be the responsibility of the applicant to see that all persons have vacated the buildings and grounds promptly at the time specified on the application.
- The District reserves the right to require armed security for any event it deems necessary. Security personnel will be arranged by the renting organization through local law enforcement and approved by the District. The cost of security will be the sole responsibility of the renting organization or group.
- Building rental does not include the use of equipment unless approved on the application (additional charges may apply). All athletic equipment must be provided by the renting organization.
- A deposit of 10% of the estimated fees and costs are due at the time the event is approved and the facility is reserved. If the event is cancelled by the organization, the deposit is non-refundable.
- Any event considered a public service will not be assessed facilities fees but may be assessed fees for clean-up.
- Any exceptions to these guidelines may be only through a review committee as designated by the Superintendent.

Facility Use Fees:

Group I: Jessieville School District support groups organized for the expressed purpose of supporting authorized district programs (PTO; booster clubs for academics, band, sports; school-sponsored clubs; etc.) and public services groups (state and local agencies, education groups, etc.)

Group II: Non-profit groups

Group III: Commercial for profit organizations and individuals

Facility	Group II: Non-profit	Group III: Commercial for profit/Individuals
Performing Arts Center	\$500	\$1000
Sports Arena	\$1000	\$2500
Safe Room	\$500	\$1000
Glazener Gym	\$200 (4-hr. min.) \$350 (up to 8 hrs.)	\$400 (4-hr. min.) \$700 (up to 8 hrs.)

Fees above are for single-day events. Multi-day event pricing will be negotiated upon application submission.

Additional Personnel Charges:

Custodial fee (minimum of 4 hours)	\$25 per hour
District supervisory staff	\$30 per hour
Sound Technician	\$25 per hour
Light Technician	\$25 per hour
Technical Support	\$25 per hour

Legal References: A.C.A. § 5-73-119
 A.C.A. § 5-73-120
 A.C.A. § 6-10-130
 A.C.A. § 6-21-101
 Arkansas Constitution Article 14, § 2

Date Adopted: June 17, 2021

Last Revised: June 10, 2021