

## **FACILITY USE POLICY**

### ***Facility Use Fee Schedule (PD FILE)***

#### **PURPOSE**

The purpose of this policy is to recognize that all school district facilities, both indoor and outdoor, belong to school district residents and to further encourage the responsible use of school district facilities by individuals or groups. The citizens of Eufaula Public School District I001 have made significant investments in the Eufaula Public Schools facilities in recent years. In recognition of this financial investment, and in efforts to protect and maintain these facilities, EPS has confirmed its priorities concerning usage of these facilities.

#### **APPLICATION PROCESS / FEES**

All use of District facilities is scheduled through the Eufaula Middle School Principal's: To Apply:

1. Obtain a ***REQUEST FOR USE OF SCHOOL FACILITY (RFUOSF) Application*** (or here for the **pdf version**) or by calling the Middle School Principal's Office at 918-689-2711 or stop by the Middle School Office at 1711 W. JM Bailey Hwy, Eufaula, Ok 74432. Applications are also available on-line at <http://www.eufaula.k12.ok.us> (click on Parents).
2. EPS must receive your completed RFUOSF at least ten (10) business days before your requested date of use.
3. Your total payment is due immediately and must be received with your certification of insurance (if required) and signed rental agreement. The current ***FACILITY USAGE FEE SCHEDULE*** may be printed **here**, obtained from the Superintendents Office.
4. District equipment (i.e. audiovisual, sound, tables and chairs etc.), as well as setup times and needs must be requested with the application.
5. Upon receipt of the signed RFUOSF, the Superintendent or designee will verify space availability.
6. The Superintendent designee will determine and arrange staffing as required. Staffing costs are the responsibility of the user and are due prior to the event. All district employees must be paid through the district payroll process.
7. All fees must be paid before the event. User groups will be billed for any additional EPS staff time etc. (if necessary) after the event. After 30 days, any unpaid fees will incur a \$25 per month late fee.
8. Groups who have an outstanding bill will not be allowed to make another reservation until all past due fees are paid in full.

#### **INSURANCE AND LIABILITY**

Eufaula Public Schools District IO-01 assumes no responsibility for liability or damages, loss, or personal injury resulting from use of district facilities. The Certification of Liability Insurance naming I.S.D. I001, Eufaula Public Schools as an additional insured must be on file in the Superintendent's Office prior to the event.

1. The applicant and/or organization agrees to assume all responsibility for damages or liability of any kind and further agrees to hold harmless School District I001 for any liability and/or expense occurring as a result of the use of the school facilities under the agreement. **The Board of Education requires the application and/or organization to furnish a Certificate of Liability Insurance in the amount \$1,000,000/occurrence and \$1,000,000/aggregated which names EPS District I001 as the additional insured.**
2. Certificates of Insurance or an endorsement of liability are required for large groups, groups serving food, athletic events not sponsored by EPS and any other event for which the district or its agents deem it necessary.
3. The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participant or spectator.

## **GENERAL STATEMENTS OF POLICY**

*District Facilities*, as referred to in this document, will include all District owned facilities, buildings, grounds, parking lots, athletic fields and vehicles.

1. Consideration for use of facilities is provided equally to all. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, age, disability or status with regard to public assistance.
2. The use of school district facilities must be in the public interest. The School Board reserves the right to deny the use of district facilities for just cause or when activities are deemed contrary to the purpose of school district policies or public good.
3. Community use of facilities under policy does not imply school district sponsorship or endorsement of activity, groups or organizations, nor the purpose they may represent.
4. Long-term leases of school district facilities and certain on-going facility uses that occur on a regular basis may be assessed alternative fees as deemed appropriate by the Superintendent.
5. A fee schedule is established to offset costs incurred by the School District in the form of depreciation, utility costs, maintenance and scheduling.

## **RULES AND GUIDELINES FOR USE**

### **General Permit Holder Responsibilities:**

1. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited.
2. Organizations that use the facilities on an on-going basis will designate one contact person and one alternate contact person for the Superintendent Office. These two contact people will be the only people allowed to schedule facilities on behalf of the organization.
3. RFUOSF are not transferable.
4. Printed promotional materials and media announcements for non-school sponsored activities/events must include this disclaimer; "This activity/event is NOT sponsored by Eufaula Public Schools I001" and must clearly identify the name and contact information of the sponsoring group.
5. District I001 must submit printed promotional material to the site Principal or Superintendent's Office before posting or distribution in order to receive approval.

### **Space related Responsibilities**

1. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.
2. If food and drink are to be served, this must be indicated on the RFUOSF and will be permitted only in designated areas.
3. Equipment brought in and its manner of use is subject to approval by school district personnel and must be approved prior to each event(s). School equipment may be used if advanced arrangements have been made with the site administrator. Charges for staff time and/ or equipment may be assessed, depending on type of equipment and the extent of set-up and/or takedown needed.
4. All users must return the areas used to their original order/condition. Additional custodial costs for special set-ups or necessary clean up to prepare facility for the regular school program will be assessed.
5. Classroom materials and information on bulletin boards, white or blackboards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks or technology equipment will not be disturbed.

### **Supervision Responsibilities**

1. Competent adult supervision (21 years or older) must be provided by the group during the entire use. The group supervisor(s) will be held responsible for compliance of rules, general behavior and safety of group members.

2. Any children or siblings of program participants must be under direct supervision of a parent or guardian at all times.
3. Unsupervised children during facility use will result in loss of facility use privileges.

### **Risk Management**

1. The applicant is liable for personal injury and any property damage done to district facilities or property and will be assessed replacement or repair fees. A deposit fee may be required for specific facilities at the time of rental.
2. Groups must furnish their own First Aid Kit. The school district has External Defibrillators located in the Middle School Gymnasium NE coaches office.
3. The school district is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
4. Tanks of compressed air (Helium) can only be in a building if properly secured and used for curriculum purposes.

### **Scheduling Priorities and Categories**

**Applications for use of facilities will be processed and scheduled in the following order:**

#### **CATEGORY 1:**

- School District I001 sponsored activities: Refers to all PK –12 programs, co-curricular activities and Community Educational Programs (PTA, etc.) School sponsored groups will not be assessed rental fees but may be billed for staffing and additional operational expenses after an event.
- District I001 volunteer organizations that exist solely for financial support of District I001 programs will be able to use district facilities under Category 1 but will be billed for staffing and additional operation expenses. This does not apply to athletic tournaments. High-risk activities may require a Certificate of Liability Insurance.

#### **CATEGORY 2:**

- Non-Profit community groups or organizations based within the school district and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. political functions, youth athletic associations, scouts, and faith-based organizations for social or recreational use.)
- Category 2 groups holding fundraising events will be assessed Category 3 or the Tournament/Event fee.

#### **CATEGORY 3:**

- Non-profit groups or organizations with less than 75% of the participants from District I001.
- Non-profit groups or organizations not headquartered in District I001. Non-profit organizations and faith-based organizations based in District I001 that use the facilities for fundraising activities, collection offerings or charging an admission fee.

#### **CATEGORY 4:**

- Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purpose or personal profit.

### **Scheduling Timeline for Facility Reservations :**

May 1 st – Category 1 may begin scheduling for next school year.

July 1 st – Category 2 may begin scheduling for next school year.

August 1st – Category 3 and 4 may begin scheduling for the next school year; taken on a first come first serve basis. **District I001 programs have priority for facility use.** However no reserved event may be cancelled by District I001 within (30) days of the scheduled event unless mutually agreed to by both parties. Occasionally, circumstances beyond school district control may occur. If a scheduling conflict occurs the highest category will be used to determine privileges.

### **Tournament & Special Events Fees**

1. EPS Sponsored tournaments scheduled in District I001 facilities for which an admission fee or team entrance fee is charged or a concession is run, the following rental rates will be staffing cost only. A tournament schedule must be submitted to the Site Administrator at least 5 working days prior to the tournament. All profits from concession, minus staffing costs and expenses will go to the tournament sponsor.
2. **Non EPS sponsored** tournaments scheduled in District I001 facilities for which an admission fee or team entrance fee is charged or a concession is run, the following rental rates will be charged. Deposits and prepayment of up to ½ of the total rental cost may be required and will be non-refundable. A tournament schedule must be submitted to the Site Administrator at least 5 working days prior to the tournament. You will be billed for any additional District I001 staff time if necessary.
3. Sports camps or special events whose purpose is to provide developmental opportunities for **EPS students** and where the **District employee** does not make a profit, there will be no charge.
4. Sports camps or special events, whose purpose is to provide developmental opportunities for EPS students and where the **District employee** does make a profit, will be charged \$75.
5. All other sports camps or special events held by non-district employees will be charged according to the Category 3 fee schedule