

SCHOOL FACILITY USAGE GUIDELINES & INFORMATION

A. General Guidelines

1. A completed Request For Use of School Facilities Form must be submitted to the Unified School District #308 Facility Scheduling Department at least 10 days prior to the requested use date.
2. The requestor must notify the Facility Scheduling Office of a cancellation at least 48 hours prior to the scheduled event. Otherwise, charges will be assessed.
3. User fees are based on the type of facility requested, services required and organization category. Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance. Additional custodial charges may be applied by District for extra clean up, set up, or labor associated with facility use.
4. Custodians have the right to refuse the performance of additional duties not originally identified by the user, if the custodian has a physical limitation that prohibits the performance of that task.
5. In the event of a late arrival or "no show", all assigned Hutchinson Public School staff will wait one hour before vacating the premises. The user will be charged a minimum of 2 hours per staff assigned and other related costs.
6. The use of alcoholic beverages or tobacco products is not permitted in any Hutchinson Public School District facility.
7. Food and beverages (including bottled water) are not allowed in any auditorium.
8. The use of open flames is not permitted in any Hutchinson Public School District facility. There may be limited exception based on individual city permit.
9. The authorized user is responsible for the appropriate behavior of his/her group during scheduled events.
10. No outdoor sports, such as baseball, football, softball, roller hockey, or soccer are allowed inside buildings.
11. The user must confine their group to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the user.
12. Users must abide by all traffic rules posted on District property.
13. Facilities may be used during spring, summer and winter breaks pending custodial and technical staff availability. Facilities will not be rented on District recognized holidays which include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.
14. All signs or banners advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of, any signs which have not been approved by the District.
15. Failure to pay fees or comply with District guidelines may result in the denial of future use.
16. Use Confirmations are non-transferable. Facilities may not be sublet.
17. School facilities shall be used for dances only by public school groups and parent-teacher associations.
18. The use of the facility by an outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of any school equipment is specifically prohibited unless prior approval has been granted. If, the school rents or furnishes any equipment technically difficult to operate, someone connected with the school and who has knowledge of such equipment must operate it. Such services will be charged to the user group. School pianos will not be moved without prior notice.
19. Any enterprise, function, or activity which promotes any commercial product or results in commercial gain for any business enterprise will not be allowed to rent space.

20. Supervision must be provided in the area in which children are located. The organization will also be responsible for controlling access to the building and limiting access to only those persons that are part of the organization and to only the space rented
21. The District does not discriminate against individuals, including its employees, on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or disability. It complies with all applicable laws and regulations prohibiting such discrimination and expects the authorized user to comply with these laws and regulations as well.

B. Billing

You will receive an invoice the month following your LAST use date. Payment is due upon receipt of the invoice. Failure to pay this invoice within 30 days may result in denial of future use and/or other collection procedures. As requestor, you are responsible for payment.

C. Custodial

If custodial fees are required, they will be billed at \$20.00 an hour per custodian. Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance.

Additional custodial charges may be applied by District for extra clean up, set up, or labor associated with facility use. Custodial fees will be billed at double time (\$40.00 per hour) during spring, summer and winter breaks.

D. Kitchen Use

The Hutchinson Public Schools Nutrition Services Department handles the scheduling and billing of food service managers. Renters requiring kitchen use must contact the Food & Nutrition Services Department at 665-4454 to make arrangements for their event.

E. Liability/Insurance

Users will be responsible for and will be required to reimburse the school district for any damage to the school district property as a result of using school facilities. The school district will not assume any liability for injury to persons which occurs on school district premises; and will not be responsible for personal property lost or damaged on school premises. A certificate of insurance evidencing a minimum of \$1,000,000 liability insurance and naming Unified School District #308 as an additional insured will be required of users. If your insurance specifies "Damage to Rented Premises" you must show \$500,000 for each occurrence.

If food is prepared or served on school district premises, a certificate of insurance can be issued by the user or the caterer.

F. PTA/PTO's and Booster Clubs are required to provide liability insurance.

Weather

In the event that school is canceled for a full day due to inclement weather, all uses are canceled. In addition, if the school closing date is a Friday, the permits on Saturday may be canceled.

In case of inclement weather, the user will be responsible for all-custodial charges associated with the snow/ice removal and extra custodial labor associated with cleaning of floors at conclusion of event.

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STEPS FOR USAGE OF DISTRICT BUILDINGS

1. Applicant submits a facility usage request to the SSC Scheduling Department at least 10 days prior to the date needed.
2. Scheduling Department reviews request for accuracy and compliance with the usage guidelines.
3. Scheduling Department contacts site or building requested to confirm the facility's availability for the requested date and for the requested time or times.
4. If the facility is not available the Scheduling Department will contact the Applicant and explain reasons why the request is denied.
5. If approved, the Scheduling Department will provide the Applicant a completed Facility Use Agreement which must be signed on behalf of the Applicant and returned to the Scheduling Department along with the Applicant's Deposit and Certificate of Insurance at least five (5) business days prior to the date of the scheduled use.
6. If Scheduling Department is able to secure staff and equipment required for the request the Scheduling Department then contacts the Applicant and building/site and the charges, date, time and space are finalized.
7. The charges are verified after the event by the Scheduling Department. Billing information is sent to the Business office on or before the 10th of each month.
8. Billing Department will notify the Scheduling Department of any invoice for use of the District's Facilities which remains outstanding and unpaid after 45 days from the invoice.
9. If any invoice for use of District facilities remains unpaid after 60 days from the invoice date, the Scheduling Department shall mail to the organization a formal written demand for payment of the unpaid amount

Types of Groups Authorized to Use School Facilities

Group 1

- a. Board of Education sponsored meetings and activities, including school sponsored activities.
- b. School PTA groups and related groups.
- c. Board of Education classified employee and certified associations.
- d. School Booster Clubs.
- e. Third-party providers that contract with the District to provide after-school programs.
- f. Hutchinson Recreation Commission.
- g. YMCA.
- h. Volunteer non fee student tutorial organizations or foundations established for the purpose of assisting school districts and recognized as tax-exempt under Internal Revenue Code Section 501(a) (3), or similar Foundations which have applied for such recognition. An organization status as a charitable organization is verified by providing a copy of the Internal Revenue Service's Determination Letter.

Group 1 organizations may be exempted from payment of Use Fees, utility charges, and other fees associated with such use. Labor charges may not be waived when school district employees are required to work overtime before or after use. Organizations may request approval by the Scheduling Department of exempt status. Examples of these organizations that generally will be considered exempt are: Educational Services and Staff Development Association of Central Kansas ("ESSDACK") and Hutchinson Community College and Area Vocational School.

Group 2

- a. Charitable and Civic Organizations (other than those described in Group 1.h.).
- b. Community Service Organizations such as Boys & Girls Club, Boy Scouts, Girl Scouts, 4-H, and the DUI Impact Panel.
- c. Organizations that sponsor activities which in the judgment of the Superintendent will play a significant role in community development or are of educational benefit to the community.
- d. Branch or local meetings of approved local, state, national and international professional education associations.
- e. Other governmental units for the purpose of conducting business meetings.
- f. Election polling.
- g. Political parties for the purpose of holding precinct or district caucuses.

Group 2 organizations will not be normally charged for the Use of School Facilities unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the District be reimbursed for special services.

Group 3

Outside organizations that sponsor recreational or entertainment for the benefit of District students and require the use of a gymnasium. Examples include: Mid-America Youth Basketball Tournaments, Private Tournaments for the purpose of fund raising and birthday parties.

Group 4

- a. Outside organizations that sponsor recreational or entertainment in which a majority of the participants are not District students or when facilities other than gymnasiums are required (e.g., auditorium).
- b. Church organizations that request the use of District facilities on a temporary basis not to exceed six months for regular church services or meetings. Extensions may be granted if permanent facilities are under construction but are not yet completed. Applications for any such extensions should be submitted to the Scheduling Department.
- c. Any organizations that does not qualify for Group 1, 2, or 3. Groups 3 and 4 organizations will be charged the Use fees and other charges in accordance with the District's then-current schedules of fees and charges.

CLASSROOMS

- **A Certificate of Liability Insurance must be provided to the Scheduling Department along with the complete Facility Use Agreement.**
- Instructional items within the classroom are not available for use by Applicant.
- All writings on chalk/dry erase boards must remain untouched.
- Classroom supplies are not available for use by Applicant.
- The assignment transfer or sublease of an Applicant's right under a Facility Use Agreement is strictly prohibited.
- The Applicants license to use a facility is confined to the facility and area described in the Facility Use Agreement..
- The number of occupants may not exceed the posted room occupancy limits.
- Set-up requests and estimated attendance blanks must be entered in the Facility Use Request form.
- District equipment requested (i.e.; TV/VCR, projector, screen, microphone, etc.) is subject to availability and approval and must be included on the Facility Use Agreement. An additional fee will apply.
- The District has the right to collect and obtain custody of all articles left on the premises after a period of seven (7) days from the last permitted date. The District is not responsible for the property of the authorized user or individuals attending any events scheduled by the authorized user..
- The District reserves the right to schedule other parts of the building or facility not covered by a Facility Use Agreement.

CLASSROOM FEES

	Group 1 and 2	All Other Groups
Elementary Schools	\$10 per hour	\$20 per hour
Middle Schools	\$10 per hour	\$20 per hour
High Schools	\$10 per hour	\$20 per hour
Stage Fees	NA	NA

LABOR FEES

Personnel scheduled a minimum of 1/2 hour before thru 1/2 hour after permitted times.

	Groups 1 and 2	All Other Groups
Custodian	\$20.00 per hour	\$20.00 per hour

CAFETERIA/COMMONS

- The use of kitchen facilities must be coordinated with the Food & Nutrition Services Department and at least one Food & Nutrition Services staff member must be present when the kitchen is used.
- **A Certificate of Liability Insurance must be provided to the Facility Scheduling Department along with the completed Facility Use Agreement.**
- The assignment transfer or sublease of any Facility Use Agreement for use of District facilities is strictly prohibited.
- The Applicant must confine themselves to the permitted areas.
- Attendance must not exceed the posted room occupancy limits.
- District equipment requested, (i.e.; TV/VCR, projector, screen, microphone, etc.) is subject to availability and approval and must be included on the Facility Agreement. An additional fee will apply.
- The District has the right to collect and obtain custody of all articles left on the premises after a period of seven (7) days from the last permitted date. The District is not responsible for the property of the authorized user or individuals attending any events scheduled by the authorized user.
- The District reserves the right to schedule other parts of the building or facility not covered by a Facility Use Agreement.

CAFETERIA/COMMONS FEES

	Group 1 and 2	All Other Groups
Elementary Schools	\$10/hour	\$20/hour
Middle Schools	\$10/hour	\$20/hour
High Schools	\$10/hour	\$20/hour
Stage fees	NA	NA

LABOR FEES

Custodian	\$20/hour	\$20/hour
Food Nutrition Staff	\$20/hour	\$20/hour

Personnel scheduled a minimum of 1/2 hour before thru 1/2 hour after permitted times

GYMNASIUMS

- All participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable.
- The authorized user shall provide all basketballs and volleyballs. The District shall provide basketball goals, volleyball standards with nets, and other equipment if specifically provided for in the Facility Use Agreement. Small-scale basketball goals are not to be used by adults. Some additional equipment requests may require additional fees.
- Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during rental use. It will be the responsibility of the authorized user to control the entrance to the gym and also notify the custodian on duty or the Districts building representative when the authorized user leaves.
- No District shower facilities shall be used unless specifically provided for in the Facility Use Agreement.
- Non-school groups will not be allowed to play football, baseball, softball, or soccer in the buildings, nor will equipment for these events be allowed in the facility.
- The District shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the authorized user shall, after a period of 7 days from the last usage hereunder, be deemed abandoned and shall become the property of the District. The District is not responsible for the property of the authorized user or individuals attending any events scheduled by the authorized user.
- The authorized user agrees to limit the number in attendance to the seating capacity of the bleachers and/or posted room occupancy limits.
- **A Certificate of Liability Insurance must be provided to the Facility Scheduling Department along with the completed Facility Use Agreement.**
- The transfer or sublease of any Facility Use Agreement for use of District facilities is strictly prohibited.
- The District reserves the right to schedule other activities or events in other parts of the building or facility not covered by a Facility Use Agreement.
- The authorized user must confine themselves to permitted facilities and corridors only.
- The authorized user is expected to communicate gym usage guidelines to all permit participants and to monitor the activities of their group during the permitted event. The custodian on duty should be contacted if any problems arise.

GYM FEES

	Group 1 & 2	All Other Groups
Elementary School	\$10.00 per hour	\$20.00 per hour
Middle School	\$15.00 per hour	\$30.00 per hour
High School Auxiliary	\$15.00 per hour	\$30.00 per hour
High School Main	\$20.00 per hour	\$40.00 per hour

LABOR FEES

Custodian	\$20/hour	\$20/hour
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PERFORMING ARTS CENTERS (PAC) INFORMATION SHEET

- The authorized user, when using the complete stage house must schedule a coordinating meeting at least ten (10) days prior to the scheduled event with the PAC supervisor either in person or by phone. The authorized user must also provide a full and detailed outline of all facilities required, all stage requirements and such other information required by the PAC supervisor concerning such Facility Use Agreement. The PAC supervisor's actual time involved in such meeting(s) will be assessed to the authorized user, at the current fee schedule rate for such personnel. All PAC usage is subject to the approval of the PAC supervisor or designee, as well as the normal Facility Use Agreement approval of the Principal/Building Representative.
- School equipment included in the Facility Use Agreement must be operated by school technicians or technicians approved by the PAC supervisor. The authorized user agrees to pay additional charges for such personnel costs as determined by the District.
- Requests must be received in the Facility Scheduling Department at least ten (10) days in advance of use date. This will also include rehearsal dates and times or move-in or move-out dates and times. The PAC supervisor will notify the Facility Scheduling Office if such dates and times are not reflected on the original Facility Use Agreement. Classrooms may be requested for use as dressing rooms.
- The District shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the authorized user shall, after a period of 7 days from the last usage hereunder, be deemed abandoned and shall become the property of the District. The District is not responsible for the property of the authorized user or individuals attending events scheduled by the authorized user.
- The scene shop and costume shops are for HHS Theatre department use only.
- No paints tapes or glues may be used, nor carpentry, electrical, or other construction work done on the premises without prior clearance with the PAC supervisor.
- No signs, banners, flags, streamers, etc. are to be attached to or hung from any drape or rigging within the PAC complex. Any special effects must have prior approval of the PAC supervisor. Chemical foggers are prohibited.
- All scenery must be freestanding. No nails, screws, or stage hooks may be used in the hardwood stage area. All materials used on or around the stage area must be noncombustible, or have been treated so as to have been made fire-retardant.
- No PAC equipment may be taken out of the building.
- No oil based paint, flammable liquids, fire producing chemicals, and/or open flames of any form (including candles) may be used on the stage or elsewhere in the PAC complex.
- No HHS Theatre department props, costumes, lumber, or makeup will be used by outside groups.
- The PAC supervisor and his/her authorized representatives shall, at any time during setups, rehearsals, performances, or takedowns, have immediate access to any area of the PAC complex leased by the Lessee.
- Food and/or beverages may not be consumed in the main theater or stage area. The authorized user agrees to enforce the District's policy with regard to the prohibited use of tobacco in the District facilities and the prohibition regarding the consuming of food and/or beverages in the main theater or stage area. The authorized user further agrees to include this in all advertising, programs, and announce•
- **A Certificate of Liability Insurance must be provided to the Facility Scheduling Department along with the completed Facility Use Agreement.**
- The District reserves the right to schedule other activities or events in other parts of the building or facility not covered by a Facility Use Agreement.
- The authorized user must confine themselves to the rooms and corridors assigned for their use, and to the permitted times.
- The transfer or sublease of any Facility Use Agreement for use of District facilities is strictly prohibited.
- District equipment requested (i.e.; TV, VCR, projector, screen, and/or microphone), is subject to availability and approval and must be included on the Facility Use Agreement. Some additional equipment requests may require additional fees.

PAC FEES

	Groups 1 and 2	All Other Groups
Performing Arts Center	\$11.00 per hour	\$22.00 per hour
Dressing Rooms (classrooms)	\$ 9.00 per hour	\$18.00 per hour

LABOR FEES

Personnel scheduled a-minimum of 1/2 hour before thru 1/2 hour after permitted times.

	Groups 1 and 2	All Other Groups
PAC Supervisor	\$26.00 per hour	\$26.00 per hour
PAC Technicians	\$20.00 per hour	\$20.00 per hour
Custodian	\$20.00 per hour	\$20.00 per hour

OUTDOOR FACILITIES

- The authorized user shall provide all equipment necessary for conducting the activity excluding goal post and soccer goals.
- **Unified School District #308 outdoor facilities include the following:** Don Michael Field Track (DMF), Don Michael Football Field (DMF), Hutchinson Public Schools Soccer Fields, Hutchinson Public Schools Baseball Fields, Hutchinson High School Tennis Courts, and Don Michael Field Practice Fields (DMF).
- The District shall have the right to collect and have custody of all articles left on the premises. Any property left on premises by the authorized user shall, after a period of seven (7) days from the last usage hereunder, be deemed abandoned and shall become the property of the District. The District is not responsible for the property of the authorized user or individuals attending any event scheduled by the authorized user..
- **A Certificate of Liability Insurance must be provided to the Facility Scheduling Department along with the completed Facility Use Agreement.**
- The transfer or sublease of any Facility Use Agreement for use of the District facilities is strictly prohibited.
- The authorized user is expected to communicate outdoor facility usage guidelines to all permit participants and to monitor the activities of their group during the permitted event.
- Authorized user of the track and tennis courts facilities must make sure that all participants wear proper athletic shoes for running tracks and tennis courts.
- Set-up requests must be filled in on the Facility Request Form. An additional fee will be applied. Some additional equipment requests may require additional fees.

OUTDOOR FACILITIES

	Groups 1 and 2	ALL other Groups
DMF Track	\$15.00 per hour	\$30.00 per hour
DMF FB Field	\$15.00 per hour	\$30.00 per hour
DMF Practice Fields	\$15.00 per hour	\$30.00 per hour
HPS Soccer Fields	\$15.00 per hour	\$30.00 per hour
HPS Baseball Fields	\$15.00 per hour	\$30.00 per hour
HHS Tennis Courts	\$15.00 per hour	\$30.00 per hour

LABOR FEES

	Groups 1 and 2	All Other Groups
Custodian	\$20.00 per/hour	\$20.00 per/hour
Maintenance/Grounds	\$20.00 per/hour	\$20.00 per/hour