

COMMUNITY SCHOOL BUILDING USE GUIDE

The public school facilities are provided by the people in order that the youth of the community may receive benefits of a sound educational program. Although this is the basic purpose for which schools are built, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, when possible, use may be made of schools plants to non-profit organizations for auxiliary, educational, recreational and cultural activities in accordance with the following guidelines:

1. **Legal Basis:** The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Trustees.
2. **Use of Buildings and Properties:** It shall be the policy of the Board of Trustees to make school buildings and properties available for community use as is consistent with their primary use in the public education program. Use of school buildings and properties in the public education shall include all school and school-sponsored activities, meetings of an educational nature and meetings related to the professional development program.
3. **School Activities:** Take precedence over all other groups and activities.
4. **Rules Governing Building Use:** It is not feasible to establish policies for all eventualities; however, the following points serve as a general guide.
 - a. The buildings and grounds must be left in the conditions in which they were found; all doors and windows must be locked, the lights must be turned off, water must not be running, etc.
 - b. A custodian is to be on duty if the school building is used by any group.
 - c. If a custodian or lunchroom worker must be used during off-duty time, the organization will be charged one and one half an hourly rate for his/her service.
 - d. The rental application is to be signed by a responsible officer/representative of the organization who agrees to be personally responsible for the building and the activities being conducted.
 - e. Refreshments are not to be carried into the school gyms or auditoriums without prior approval of the building administration.
 - f. Beverages and food are prohibited without approval of the school administration.
 - g. Street shoes are not to worn on gymnasium floors. Gym shoes worn into the building from outside are not allowed on gym floors. This statement also applies to use of the wrestling facilities and implies wrestling shoes are to only be used on the mat surface.

- h. Damage of or tampering with equipment or any apparatus is prohibited. Repairs and adjustments necessary, as a result thereof, will be the financial responsibility of the organization but mainly lie under the responsibility of the individual signing for the use of the facility.
- i. The rental party shall use only those facilities listed on the application. The hallways are not open to use and the travel must be restricted by all individuals involved in the use request. j. The stage controls in the middle and high school auditoriums are to be operated only by an authorized person of the school district.
- j. Alcohol and tobacco use is strictly prohibited in the schools and on school property. This rule must be enforced at all times by the requesting group.
- k. Use of the school lunchroom kitchen must be supervised by a member of the school lunch staff and paid for at time and one half. Individuals requesting the use of the kitchen may not use any cooking or preparation utilities at any time. Only school food service employees may use this equipment.
- l. If any of the above rules and regulations are violated by any group, further use of the school facilities will be denied and the group may be requested to exit the school facility at the time of the violation.

5. **Limitations of Use:** The use of school buildings will be denied:

- a. For the purpose of advancing any doctrine or theory subversive to the laws of the State of Wyoming or of the United States of America.
- b. For the purpose of advocating social or political change by violent action.
- c. When a school building or facility is closed for repairs, decorating, cleaning purposes, for vacations.
- d. When the requested activity is in conflict with any school activity, and
- e. When the request is from an organization that does not have the legal status of being a non-profit organization.

6. **Special Consideration:** Any group not meeting these guidelines may request special arrangements and special waivers for consideration of facility use. All rentals will be subject to prior approval of the Superintendent or his designees.

Adopted: October 4, 1994
 Revised: July 15, 1998
 Revised: January 8, 2008

SCHOOL FACILITIES USE CONTRACT

I (We), the undersigned, represent the _____
(group, organization name, company name)

and do hereby request the use of:
[] Mountain View K-8 _____
(specify area to be used)
[] M.V. High School _____
(specify area to be used)
[] UCSD#4 Board Room

on _____, for the purpose of _____.

(This request must be approved 10 days before the scheduled event or use of facility. All requests are handled on a first come first served basis. No facility will be reserved without this form being completed and approved by the building administration and the activities coordinator.)

The signed individual(s) agree to pay the custodial fee when listed at the rate or pay listed and any other payments associated with the use of the facilities requested. We agree to keep accurate time records for the time associated with our facility request. We understand that these fees are due at the completion of the event or within seven (7) calendar days after the event. The fees will be delivered to the Central Office for Uinta County School District Number Four. No payment will be rendered to an employee of the District. We have received a copy of the School Board Guidelines governing the use of school facilities and do hereby agree to abide by them. I (We) understand that failure to follow these guidelines will forfeit permission granted to us for the listed event and future events.

1. Actual dates and times we will be in the building for set up and the event are:

2. The group or organization will need the following areas or rooms:

3. We will need the following equipment and a specialized operator if so directed:
[] Sound [] Stage [] Podium [] Piano [] Lighting [] Other: _____

Organization Name _____ Date _____
x _____ \$ _____
Organization Representative Fees Due

Approved by:

x _____ x _____
Building Administrator Activities Coordinator
Name of Custodian On Duty Date and Hours Assigned

Revised: January 8, 2008

MAINTENANCE CHARGES FOR SCHOOL BUILDING USE

The Board and staff will work with community organizations and agencies in making school facilities available to them when such does not interfere with the educational program or school activities. Requests for the use of school facilities must be submitted on the official District Form to the building principal. The building principal will send a copy of all approved facility requests to the district office. Liability insurance will be required for any activity relating to the use of school facilities. Unusual requests will be referred to the Board for consideration. The following fees will apply to specific school facilities and activities.

All Schools: Commons Area \$30/hr + 1.5 x custodial pay per hour
 Classrooms \$20/hr + 1.5 x custodial pay per hour
 Board Room \$30/hr + 1.5 x custodial pay per hour

Auditorium(s): \$40/hr + 1.5 x custodial pay per hour + 1.5 x light/sound operator pay per hour.
Note: Light and sound operator must be a trained school employee

All Camps: Building Usage \$75.00 per day
 Building Usage \$250.00 per week
If the camp is not recognized as WHSAA approved the trainer or lead sponsor must assure that liability insurance is in place for all participants and for their own activities.

Gym, Weight Room, Walking:
 The use of these areas will be strictly monitored by and through the Community Recreation Program. The public should not be in these areas unsupervised or without permission. Community Recreation Program hours are from 6:30 p.m.–9:00 p.m. Monday through Thursday but are subject to change based on maintenance needs and school-related facility use requirements. Please contact the high school office to check on availability.

Lunchroom Facilities:
 Kitchen \$30/hr + 1.5 x custodial pay per hour
 Lunchroom without kitchen \$30/hr + 1.5 x custodial pay per hour
 Kitchen Staff 1.5 x food service pay per hour
(Approval must be obtained from building principal to schedule any staff for appliance use.)

Transportation: The use of school vehicles is only allowed for school sponsored activities and approved activities under the WHSAA. School personnel may request the use of school transportation vehicles for school related programs but must be charged the established rates as directed by the Wyoming Department of Education.

Other (Junior Jazz, USA Wrestling and other related educational activity programs):

Practice Usage \$10/day + 1.5 x custodial pay per hour

Additional Custodians (same as custodian)

Tournaments on weekends must have a custodian on duty. When a custodian is not on duty for their regular job then a custodian must be paid. If crowd control becomes a problem an extra custodian will be used or another paid school employee. All rules and regulations associated with this request will be upheld. It is the requesting sponsors responsibility to relay these rules to all participating groups.

Community Service Groups:

All non-profit groups, civic clubs, charitable and character building organizations that desire to use building(s) for non-admission community education and/or child education meetings, are encouraged to contact the building administration to make the arrangements. Permits or charters of the group's goals and organizational ambitions should be provided at the time of the request. If the requested areas or times are outside the established cleaning time and/or supervised times, custodial payments will be required. Liability insurance will be required for any activity relating to the use of school facilities.

For-Profit Organizations:

District labor, supplies and equipment shall not be used for private gain; nor shall school district facilities be used for such purposes.

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