

KG Use of School Facilities and Equipment

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The temporary use of school facilities or school grounds by individuals, community groups or organizations (renter) may be allowed by the board. Such use, however, shall not interfere with daily school operations, student routines, or any school-sponsored activity. All use of district facilities must conform to applicable federal non-discrimination law.

Fees:

The board shall establish reasonable fees for the use of any school facility or school grounds to cover the cost of such use. Additional fees will be charged to cover costs of wages of district personnel involved. The fees are for the use of the facilities as currently equipped. Additional fees may be charged for items such as pianos, chairs, projectors, public address systems, etc., not normally housed in the rented space or facility. No alteration or modification to any facility shall be made by the renter or their personnel without the written permission of the superintendent. This includes decorations, supplies, equipment, nails, screws, etc.

Regulations Governing Use of Facilities:

The Valley Center School District reserves the right for the use of its own property. School authorities, at their discretion, with or without notice, may cancel agreements for use of school facilities. Valley Center USD 262 reserves the right to modify, terminate or discontinue Facility Use Agreements.

The renter agrees to comply with all Board policies, rules and regulations; applicable laws; to assume responsibility for the care of the facility; and to pay for any damages, beyond normal wear and tear, to that facility during its use. In addition, the renter agrees to assume responsibility to ensure the use of tobacco, nicotine delivery products, non-prescribed controlled substances, or alcoholic beverages are not allowed in the facility or on the premises, either by the individual, the group, other participants, or spectators. Groups using facilities must be supervised properly to insure orderly use.. A school-approved employee may be required to be on duty at the expense of the renter. The employee will monitor the use and care of the facilities, but an employee's presence does not relieve the renter of their responsibility for supervision of any activity and condition of the property. A signed contract between the renter and school district will be required before use of the facility is permitted. Insurance policies must be provided upon request of USD 262. Except with the approval of school authorities, no one will be permitted on gym floors wearing shoes other than gym shoes.. No open flames, including lighted candles, are allowed in any building.

As a condition to initial use of and continued access to district property and facilities, the renter must follow Kansas law and board policy prohibiting the use of drugs, alcohol, tobacco, and nicotine delivery products on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Payment:

If payment is required, the total fee must be paid prior to use unless prior arrangements are made. All fees shall be payable to Valley Center USD 262 and can be paid at or sent to the USD 262 District Office.

Requests for Use of School Facilities:

Individuals or groups wishing to use a school facility shall submit the electronic request to the principal of the building/facility desired. The principal will determine whether the request can be approved at the building level, and send it to the superintendent or designee for final approval. The written request must be submitted in advance. All requests must be approved by the superintendent or designee.

Fees for Labor:

Designated employees of the district must be on duty at all times when deemed necessary by the administration. When any equipment such as kitchens, stage lighting, score clocks, sound equipment,

projectors, etc. is to be used, a school employee who is familiar with this equipment must be present to operate it. A \$30 per hour per person fee for reimbursing the district for the wages of such employees will be assessed. The building administrator is responsible for arranging these employees. In the event that district staff are not available for the event, the facility cannot be rented.

Fee Categories:

It is necessary for the board to establish usage fees to cover additional costs for the use of school facilities. Two categories have been established;

Category “A” – No Fee Charge

Category “A” includes all school related groups, and organizations that are organized primarily for the benefit of the district and whose primary purpose is that of enhancing the educational purpose and process of the district. Such groups or organizations shall include:

1. Those providing school programs which are controlled by the district administration.
2. Those which are co-sponsored by the district
3. Those which are closely related to the co-curricular activities of specific attendance centers.
4. Individuals who, at the request of the parent and with approval of the principal, provide no fee tutoring services to support core academic standards. Such tutoring must occur within or immediately adjacent to the school day. The individual must follow all school policies and procedures, be registered with the Executive Director of Academic Affairs, and undergo a background investigation.
5. Groups or organizations where a minimum of 50% of the members are USD 262 residents.
6. Other individuals, groups or organizations specifically designated category “A” by the Superintendent.

All groups and organizations coming within the definition of Category “A,” may require minimum membership fees and must remain open for public attendance and/or membership regardless of payment or non-payment of such fees. Such organizations may include, but are not limited to, Parent-Teacher Organizations, parent-teacher clubs, booster clubs, the Valley Center Educational Foundation, and school advisory groups. Girl/Boy Scout programs, Special Olympics, YMCA Latch-Key.,

For all camps, clinics, and fundraising activities hosted by USD 262 staff or USD 262 groups where fees are charged for participation or attendance, a flat-rate facility fee will be assessed. A fundraiser is defined as an activity with the primary purpose of raising funds for the group or organization. For any personnel required, as determined by the district, a \$30 per hour per person fee will be assessed.

Category “B” –Fee Charge

Category “B” shall include groups and organizations not specified in Category “A”. The fee structure will be established by the Board of Education and may be modified at its discretion.

CATEGORY B SCHEDULE

<i>Elementary Buildings</i>	<i>Per Hour</i>
Gymnasium	\$25.00
Cafeteria	\$35.00
Kitchen	\$35.00

Library	\$30.00
Classroom	\$30.00
Valley Center Intermediate Center	Per Hour
Main Gymnasium	\$35.00
Secondary Gymnasium	\$25.00
Cafeteria	\$35.00
Kitchen	\$45.00
Library	\$30.00
Classroom	\$30.00
Valley Center Middle School	Per Hour
Main Gymnasium	\$55.00
Secondary Gymnasium	\$35.00
Wrestling room	\$20.00
Cafeteria	\$45.00
Kitchen	\$55.00
Classroom	\$30.00
Library	\$40.00
Auditorium	\$55.00
Valley Center High School	Per Hour
Main Gymnasium	\$55.00
Secondary Gymnasium	\$40.00
Wrestling room	\$25.00
Indoor Batting Cages	\$25.00
Cafeteria/Commons	\$55.00
Kitchen	\$65.00
Library	\$45.00
Classroom	\$30.00
Auditorium	\$80.00
Administrative Office/TLC	Per Hour
Parking lot with water usage	\$15
Meeting Room	\$35
Outdoor Facilities/Athletic Fields	Per Hour
MS Football Field/Track	\$100.00
MS or HS Tennis Courts	\$100.00
JV Softball Field	\$55.00
Varsity Softball Field	\$95.00
JV Baseball Field	\$55.00
Varsity Baseball Field	\$95.00
HS Football Field/Track	\$150.00
Outdoor practice fields	\$10.00
Outdoor practice fields/using lights- All groups	\$40.00

<i>HS turf practice fields (per field)</i>	<i>\$30.00</i>
<i>Press box at any facility</i>	<i>\$50.00</i>
<i>Concession stand at any facility</i>	<i>\$50.00</i>
<i>Restrooms at any outdoor facility</i>	<i>\$25.00</i>

CAMPS-CLINICS-FUNDRAISERS FLAT RATE FEES

Area	1-5 days	6+ days
Gyms	\$30.00	\$5/day
Cafeteria/Commons	\$10.00	\$2/day
Kitchen	\$10.00	\$2/day
Library/Classroom	\$5.00	\$1/day
Wrestling Rooms	\$20.00	\$3/day
Multiple Building areas-single event	\$50.00	\$10/day
Practice field	\$5.00	\$1/day
HS Turf practice fields (per field)	\$15.00	\$2.50/day
Multiple Practice Fields-single event. If lights needed, add \$20/day	\$10.00	\$2/day
Auditorium	\$30.00	\$5/day
Weight room	\$20.00	\$3/day
Parking Lot w/water use	\$15.00	N/A
MS FB field/track	\$40.00	\$5/day
District Stadium- if lights needed, add \$20/day	\$50.00	\$10/day
Varsity Baseball/Softball Field- If lights needed, add \$20/day	\$35.00	\$5/day
JV Baseball/Softball Field- If lights needed, add \$20/day	\$25.00	\$4/day
Press box, concessions, restrooms	\$10/area	\$3/day/area

* If a Category A group is using the facility to host an event that brings in groups that do not qualify under Category A, they will be charged the Category B fee.

* If a Category A group is using the facility to host an event and charging a fee for participation or attendance, the group may be charged the Category B fee.

** VCRC will fall under a separate agreement.

*** Any personnel needs including grounds, custodial, technical, food service, etc. are \$30 per hour per person



USD 262 Artificial Turf Field Usage Requirements

In order to maintain quality synthetic turf fields, the following policies are in place for all USD 262 turf fields.

The following items are prohibited on all synthetic turf surfaces, including dugouts:

- Metal spikes and/or cleats
- Glass containers
- Sunflower Seeds
- Gum
- Food/beverages except water
- Sharp objects such as tent stakes, flagpoles, high heels or others that penetrate the turf surface
- Chairs or benches except those provided by the district
- Portable heaters or flames of any type
- Pets/animals except service animals
- Golf activities
- Track throwing activities (shot, discus, javelin, etc.)
- Motorized vehicles except district vehicles operated by district personnel
- Bicycles, scooters, etc.
- Any other objects or activities deemed inappropriate for the turf

Additionally:

- All usage must be approved in advance by the district
- Always lift or carry objects across turf surfaces
- Leave the facility trash free following usage

Failure to comply with these policies and guidelines will result in the termination of usage. Any fees associated with the usage will be forfeited and no refunds will be given.

Your signature indicates you understand and agree to the requirements associated with the use of USD 262 synthetic turf facilities. Should you fail to adhere to the requirements, you acknowledge the district may revoke your use of the facilities, may assess a fee to clean and/or repair the turf, and will not issue any refunds for any fees paid.

Name (please print)

Date

Signature