

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Rock Island Education Association and Rock Island Educational Support Professionals Association Use of School Facilities

Please refer to the Professional Staff contract titled the Agreement between Rock Island Education Association and Rock Island District #41 Board of Education, Rock Island, Illinois 2005-2008., and the Educational Support Personnel contract titled the Agreement between Rock Island Educational Support Professionals Association, IEA-NEA and Rock Island Board of Education District #41, 2008-2011.

LEGAL REF.: 20 U.S.C. §7905.
 10 ILCS 5/19-2.2.
 105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: April 22, 2008

Community Relations

Administrative Procedure – Use of District Facilities

The Board of Education believes that the school facilities and grounds of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property, interfere with the educational program of the schools, and consume the limited resources available for the operation of this District.

The Board will permit the use of school facilities and grounds only when such permission has been requested in writing within reasonable timelines and has been approved by the Superintendent or designee.

District facilities and grounds shall be available for the following listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. Priority I
School-affiliated groups whose activities directly relate to regular, extracurricular activities or co-curricular programs.
- B. Priority II
Community groups providing educational, recreational, civic, and cultural activities solely or jointly supported by the Board.
- C. Priority III
Public nonprofit groups, primarily comprised of District residents providing civic, educational, cultural, or recreational activities, staffed by volunteers, whose activities are open to the general public.
- D. Priority IV
Private nonprofit groups, primarily comprised of District residents, who request use for an activity with educational, recreational, cultural, religious, or charitable goals with participation limited to a select group.
- E. Priority V
Commercial for-profit businesses, vendors, or entrepreneurs, shall not be routinely serviced and are strongly discouraged from application for public facility usage. Exceptions shall be considered when it would best serve the goals and interests of the District,

The use of District facilities and grounds shall not be granted for private or non-school related social functions and any purpose which is prohibited by law.

Should all or any part of the community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims when requested by local, State, or Federal authorities.

No liability shall attach to this District, any employee, officer, or member or this District specifically as a consequence of permitting access to these facilities, therefore:

- A. evidence of the purchase of organizational liability insurance to a limit prescribed must be presented by the user;
- B. use of school equipment in conjunction with the use of school facilities shall be limited to tables and chairs and a loud speaker system, when conveniently available;

Other equipment may be made available at the discretion of the District.

- C. responsibility for enforcement of rules and regulations concerning use of school facilities rests with the user group;
Any infractions of the provisions of this policy may result in the termination of facility use and may be grounds for refusal of subsequent requests for the use of school facilities.
- D. financial liability for damage to the facilities and/or equipment and for proper supervision of all attendees rests with the user group.

Applications

Any organization or individual desiring to use District facilities shall complete an application and submit it to the Comptroller for approval.

- A. The Building Principal shall clear each application with respect to date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The Comptroller will approve all requests and send a photocopy of the request to the building administrator.
- C. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- D. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Building Principal with or without due notice. All approvals are to be granted with this understanding.
- E. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- G. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment,

- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- I. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- J. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- K. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- L. A school custodian shall be on duty whenever a facility is being used except as exempted by the Building Principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- M. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- O. The District will not be responsible for any loss of valuables or personal property.
- P. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used. The Superintendent or designee may request copies and deny distribution if he/she deems material inappropriate.
- Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

Charges and Priorities for Use of School Facilities

To ensure fairness and consistency in the implementation of Board of Education policy governing use of school facilities, the following categories are established to determine priorities and a schedule of fees for approved users outside regular or extracurricular programs or activities when designated space and facilities are available. All users of school facilities must provide District with a Certificate of Insurance naming District as additional insured. The limits of the policy must match District insurance limits.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: School-Affiliated Groups

School-affiliated groups are defined as those whose activities directly relate to the District.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

B. Category 2: School-Community Groups

Community groups, defined as those providing educational, recreational, and cultural activities, administered by the Board, either solely or jointly, will be granted second priority to available space and facilities.

Fees for Category 2

(SAME AS CATEGORY 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies; groups primarily comprised of District residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Fees for Category 3

(SEE SCHEDULE A)

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.

Fees for Category 4 (SEE SCHEDULE A)

When activities in Category 4 involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

E. Category 5: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned.

Fees for Category 5

(SEE SCHEDULE A)

SUPERVISION OF RENTED FACILITIES

Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.

Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

SCHEDULE A
BUILDING RENTAL RATES

	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Classroom	No Charge	No Charge	\$50
Cafeteria (meeting only)	No Charge	No Charge	\$50
Elementary	No Charge	No Charge	\$60
Secondary	No Charge	No Charge	\$60
Gymnasium	No Charge	No Charge	\$60
Elementary	No Charge	No Charge	\$70
Secondary	No Charge	No Charge	\$150
Fieldhouse			
Auditorium*			
Elementary	No Charge	No Charge	\$60
High School	No Charge	No Charge	\$150
Swimming Pool**	No Charge	No Charge	\$150

*If stage lighting is used, a District Technical Director must be present. The charge for this is \$35.00 per hour.

* *A certified Lifeguard must be on duty. Proof of certification must be exhibited before pool may be used.

DATED: January 1, 2011