

GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES

A. Rental Fees

1. The following organizations shall be granted free use of school facilities with the exception of the swimming pool. Except as otherwise provided in (4) below, such organizations using the high school swimming pool shall be charged in accordance with Schedule 1.
 - a. School-related organizations (e.g., Parent-teacher organizations, District Booster Clubs, Jefferson Education Association (JEA), Jefferson Support Staff Federation (JSSF), Student Activity Clubs)
 - b. Local civic groups for activities provided for school children or for fundraising when the proceeds will go entirely to support school activities and local teams/organizations [at the discretion of the superintendent] with district students as members
 - c. Local scout groups, 4-H organizations, and local parochial schoolsAll other local organizations shall be charged a rental fee.
2. The following organizations shall be charged a rental fee in accordance with Schedule 1:
 - a. Local civic organizations
 - b. Governmental agencies
 - c. Adult vocational education institutions
 - d. Universities, colleges
 - e. Non-profit organizationsAll other local organizations shall be charged a rental fee in accordance with Schedule 2.
3. The following organizations shall be charged a rental fee in accordance with Schedule 3:
 - a. Any group, business, organization, or individual that intends to use District facilities for a lawful non-school purpose and does not fall within any of the other classifications stated herein.
4. School-related organizations, as defined above, shall be permitted free use of the high school swimming pool when sponsoring a swimming party or event for district students. For such a party or event, the organization shall be charged only the actual cost of providing a lifeguard.
5. Fee Schedules (Does not include lifeguard, custodian, and/or food service personnel when required.)

AREA	SCHEDULE 1	SCHEDULE 2	SCHEDULE 3
Classroom (regular)	\$20 for first 4 hours \$5/hour thereafter	\$40 for first 4 hours \$10/hour thereafter	\$60 for first 4 hours \$15/hour thereafter
Classroom (vocational)	\$40 for first 4 hours 10/hour thereafter	\$80 for first 4 hours \$20/hour thereafter	\$120 for first 4 hours \$30/hour thereafter
Kitchen/cafeteria	\$10/hour	\$20/hour	\$30/hour
High school auditorium	\$50/hour	\$100/hour	\$150/hour
Gymnasiums, including locker rooms	\$25/hour	\$50/hour	\$75/hour
Swimming pool, including locker rooms	\$25/hour	\$50/hour	\$75/hour
<i>Any portion of an hour of facility use shall be treated as a full hour for rental purposes.</i>			

6. Piano Use Fee

Non school-related organizations wishing to use the concert grand piano shall pay a fee of \$300 per event. Fee shall include setup in the auditorium and tuning.

B. Supervision

1. Groups qualifying for free use of school facilities must be accompanied by a qualified school district employee(s) (approved by the building principal) who will assume responsibility for building security and proper care of school facilities and equipment. This requirement is met when the school employee is directly involved with the activity, when a building administrator is present and is aware of the activity or when a building custodian/cleaner is present and performing his/her regular duties. The organization using the school facility is required to provide responsible adult supervision at all times.

This clause does not apply when district facilities are used to host tournaments or events.

2. Whenever a school kitchen is used for heating and/or preparing food a school food service employee must be present. The cost of the food service employee, based upon existing wage agreements, shall be charged to the using group.
3. Except as specified in (1) above, whenever school facilities are used during periods when regular school custodians are not on duty, a custodian shall be hired to supervise the use of school facilities. The custodian shall be responsible for opening the building, securing the building, and the general protection of school district facilities and equipment. The cost of the custodian, based upon existing wage agreements, shall be charged to the using group.
4. Whenever the high school swimming pool is used a qualified lifeguard and adult supervisor must be present. If the lifeguard and/or supervisor is/are employed by the district the cost will be charged to the using group.

C. Insurance

School-sponsored organizations are under the direct supervision of the district and are covered by the district's regular insurance policies. Non-school-sponsored organizations operate independent of the district. The district may require non-school-sponsored organizations to obtain special insurance coverage when:

- a. The activity planned is unrelated to the normally expected use of the school facility; or
- b. The activity is determined by the Superintendent to be a high-risk activity

When a non-school-sponsored user is required to provide insurance, the district shall be named as an additional insured on the user's policy. Certificates of insurance shall be required in advance of the activity for worker's compensation and comprehensive general liability in the amount of:

Bodily injury:	1,000,000 per occurrence
Property damage:	1,000,000 per occurrence

D. Conditions of School Facility Use

1. Unlawful activities are not allowed.
2. The user shall be responsible for the conduct and control of both patrons and participants. Groups must provide adequate adult supervision at all times.
3. It shall be the responsibility of the user to pay for all damages as the result of improper use of the equipment or building. Any group abusing the privilege of using school facilities may be denied use in the future.
4. Generally school facility users are not allowed to install any decorations that require the use of nails, screws, bolts, scotch tape, etc. If the user wishes to display materials in the building, special permission of the principal must be received.
5. Alcoholic beverages of any type are prohibited from being either carried or consumed anywhere on school property except on Fischer Field during such times as the property is leased to the City of Jefferson.
6. There shall be no tobacco use in any of the school buildings or anywhere on school property.
7. Gym shoes must be worn by all participants in sports or games in the gymnasiums.
8. The following areas shall be off-limits to all visitors and students: boiler rooms; equipment rooms; maintenance storage areas; kitchen and related equipment (unless arranged); roofs; attics; employee lounges; work rooms; computer labs, and all offices.
9. No persons, other than maintenance and custodial/cleaning personnel shall tamper with or adjust mechanical equipment such as, but not limited to, thermostats, cafeteria/kitchen equipment, fans, blowers, radiators, valves, pool equipment, door locks and lights.
10. School facilities shall not be used to support or maintain private businesses on a regular, reoccurring basis without a signed contract with the School District of Jefferson Board of Education.
11. School facility users shall clean the building after use and shall leave the facility as they found it.

12. School facilities shall not be made available for funerals during regularly scheduled school hours. A memorial service which is clearly outside of school hours may be permissible.
13. The Superintendent may impose other conditions as he/she deems necessary and appropriate.

E. Hold Harmless Agreement

All users of school facilities shall be required to sign an indemnification and hold harmless agreement when using school facilities.

F. Use by the Jefferson Council for the Performing Arts and City of Jefferson Recreation Department

The Jefferson Council for the Performing Arts (CPA) and the City of Jefferson Recreation Department shall be allowed use of school facilities under separate agreements between those organizations and the Board. However, both the CPA and the Recreation Department shall be expected to comply with the conditions for school facility use as outlined in these guidelines.

10/8/12