

David Douglas School District No. 40  
**USE OF SCHOOL FACILITIES**

The community is permitted and encouraged to use school buildings and grounds when such uses will not interfere with the school program. Groups will be given priority over individuals. Priority use will be granted in the following order:

<b>CLASS</b>	<b>FEE</b>
<b>I</b> School sponsored and school connected groups. Annual sign-up encouraged.	No charge
<b>II</b> Non-profit groups, neighborhood groups, political organizations, community group. <u>There is a two-hour minimum on days when school is in session.</u> Non-school day use will be charged according to Class III schedule. Fifty percent of the membership must be David Douglas residents.	\$15.00/hour (2 hr. min.)
<b>III</b> Private organizations which exist primarily for the benefit of the membership, non-school related and profit making groups may be allowed to rent the school facilities following a usage review by the Superintendent. See board policy for fee schedule. Usage review and re-registration required each term.	(See Schedule of Charges below)

**CLASS III SCHEDULE OF CHARGES FOR USE OF SCHOOL FACILITIES**

\*When NO admission charge is made:

(Per 4 hour period)	Cafeteria		Gymnasium	Classrooms	Ramped Lecture or
	Meetings	Dinners			Other Large Room
<b>Middle &amp; High Schools</b>					
School days	\$65	\$ 81	\$116	\$23	\$41
Non-school days	96	110	127	29	46
<b>Elementary Schools</b>					
School days	46		58	23	41
Non-school days	81		76	29	46

\*When admission charge is made:

(Per 4 hour period)	Cafeteria	Gymnasium	Classrooms	Ramped Lecture or Other Large Room
Middle & High Schools	\$285	\$285	\$58	\$92
Elementary Schools	139	139	58	92

Additional charges for custodial, cook and technical services. Overtime Rate as of July 1, 2018:

Custodial	\$58.00 / hour
Cooks	\$49.00 / hour
PAC Director	\$53.00 / hour

**ATHLETIC FIELD USE**

	Elementary Schools	*Middle and High Schools
Football field use (per game)		\$500
Field lights (per hour)		28
Baseball field use (per game)	Charges to be determined by the Exec. Dir. of Administrative Services or Superintendent	250
Field lights (per hour)		28
*High school athletic field use requires administrative approval.		

When any civic use of buildings or grounds requires exclusive or overtime employment of school custodians, an additional charge as determined by the superintendent, OVER AND ABOVE THE USUAL CHARGE FOR SUCH USE, shall be made.

**NOTE:** No rental or outside use of the David Douglas swimming pool, home economics or industrial education rooms will be permitted as they are in maximum use for instruction and recreation.

**THERE ARE ADDITIONAL CHARGES FOR USE OF THE HORNER PERFORMING ARTS CENTER.**

Contact the district Music Department at extension 8206 for rates and information.

**CONDITIONS OF USE**

The maximum number of people permitted in auditoriums shall be restricted to no more than their mandated seating capacity. Capable and responsible adult supervision is required at all times.

School buildings will be available for meetings of political or religious organizations. The buildings shall not be used by religious groups during the hours when school is usually and regularly in session. Nor shall individuals or organizations use the buildings for promotion of political activities of any nature during the hours when school is usually and regularly in session.

The use of school facilities for partisan, political or sectarian purposes shall be approved under "Class II" providing no cost is incurred by the district in granting approval.

Membership of Class II groups must consist of a minimum of 12 persons of which 50 percent reside in the district. A roster including names, addresses and phone numbers may be required prior to use of the facility.

To retain the use of the facility, the group must maintain a consistent average of 10 or more participants at the elementary level and 15 or more participants at the middle school and high school levels.

A fee is charged for each area of the facility that a Class II and Class III group uses.

Buildings are not scheduled for use on Friday nights, Saturdays or Sundays on a regular basis; during vacations; or on legal holidays. If use is approved during these time periods, the business manager will determine and compute the charges.

When there are conflicts the school's special events, including community school, takes precedence. If the school cancels a group due to a conflict, the group will be rescheduled or the fee refunded.

**APPLICATIONS**

Applications may be picked up from school or district offices. After the form is completed, it is to be submitted in person to the school principal or business manager for consideration based upon the above priorities. A roster of participants/members may be required. The party requesting the facility will be notified in writing when the application is approved or denied. Applications for Classes I and II must be made by two district residents.

Building use is available on a term basis:

**Fall Term** – Start of school through winter break

**Winter Term**– January through spring break

**Spring Term** – End of spring break through May

**Summer Term** – June through start of school

Special request for Class II and III use of buildings during the summer are approved by the business manager.

## **EQUIPMENT AND FACILITIES**

The approval of the application is for the use of the facility only. No equipment is to be used without the permission of the principal. If the use of equipment is allowed, a set-up fee may be required.

## **RESPONSIBILITIES**

The person in charge of the group shall be at the school for the entire time the facility is used. If this is not possible, *another adult named on the application must be present* and designated as being in charge of the group.

Groups applying for the facilities as adult groups shall be maintained as adult groups. Members of these groups must be 18 years of age or older. The person in charge of the group using the facility is responsible for restricting use to members of his/her groups, and to the area for which the application is made. The school district may require the user to take out liability insurance with the school district named as an additional insured as well as provide adequate security as determined by the district.

Activities contrary to individual school policies or practices are not allowed. Possession or use of alcoholic beverages, tobacco products, or illegal drugs in any form is prohibited in the school buildings, on school grounds, in school vehicles, or on any other school property. If the custodian witnesses a misuse of the facility, the group responsible may be asked to leave the premises.

The building and equipment is to be left as it was found, otherwise a charge will be assessed.

Appropriate gym shoes are required in gyms at all times. No black-sole running or athletic shoes are allowed.

## **FIELD USE**

The school facility use policy applies to fields as well as buildings except where specifically excluded or not applicable.

The following additional regulations are specifically for field use:

1. Fields can be scheduled throughout the summer months.
2. Any group requesting use of fields must provide the district with a schedule of dates or times of both practices and games. Copies of these schedules will be forwarded to the building principal. Any deviations from this schedule will need to be approved by the building principal.

**NOTE:** Violation of any of the stated regulations will result in immediate termination of the use of the facility. The building principal will notify the applicant of termination. The individual who signs the application requesting the building shall be financially responsible for any damage which may occur. The signature of the applicant and alternate indicates the regulations governing the use of the building have been read and understood.