

FACILITY USE POLICY

DFD

GUIDING PRINCIPLES

The public schools belong to the people of the district, and since plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board of Education accepts the responsibility for making the public school facilities of the Canton School District #41-1 available to the community for appropriate activities which do not infringe upon or interfere with the conduct and best interest of the school system. Therefore, the Board actively seeks to respond to the educational, recreational and cultural needs of the total community through the resources of the community schools based upon the following criteria:

1. Any activity connected with a District program will take precedence over any request for use of the District property for any other purpose. Priority will then first be given to school activities and Community Education activities.
2. The District facilities may be used by other groups or organizations in the community when such use does not conflict with the District programs.
3. Each request will be evaluated for the potential damage to the requested facility or equipment. This evaluation may result in special restrictions, fees, or denial of the request.
4. All groups using District assets shall abide by applicable State and Federal laws and Board policy.

It is understood that such use shall be for community purposes or the promotion of community activities and that any program shall have worthwhile educational, recreational, or cultural values and is free from objectionable qualities. It is also understood that District permission to rent or make available District facilities does not imply or infer any endorsement by the District.

APPLICATION PROCEDURES

1. Community groups wishing to use any district facilities are required to complete a Facility Use Rental Contract and submit it to the Superintendent at least 72 hours in advance of the event. The Superintendent will then act upon the request following the established policies to ensure that proper activities will be carried on which will not cause damage to facilities or equipment.
2. If the request is approved, the Superintendent will provide the representative of the group making the request with a contract. The contract will contain all fee information as well as all operating procedures that will need to be followed.
3. The applicant shall be held fully responsible for the proper use of the building facilities and the conduct of persons in attendance. All activities must be under the sponsorship and supervision of a competent adult(s) who is directly responsible to the organization. Should damage or theft occur as a result of failure to comply, the individual or organization shall make prompt payment for any assessments levied by the district.
4. All payments for the use of school facilities will be made to the Business Manager of the Canton School District. Failure to make payment within a reasonable length of time,

following the use of facilities, shall be considered justification for canceling or with holding permission for subsequent use.

LIMITATIONS AND RESTRICTIONS ON USE OF FACILITIES

Permission will not be granted to any group or individual for the following:

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds or equipment.
3. Any purpose in conflict with school activities.
4. Activities which are discriminatory in the legal sense.
5. Fund raising purposes except those intended to be of a benefit or service to students of the school district or are permitted by special action by the Superintendent or the Board.
6. Public school buildings and classroom equipment may not be used for private teaching for which tuition charge is made either by staff members employed by the school district or by any other outside agencies or persons, unless specifically authorized by the Board of Education.

REASSIGNMENT

No organization or individual having been issued a permit for use of a school facility can sublet or assign any part of the facility to another individual or group.

SMOKING/ALCOHOLIC BEVERAGES

The use of intoxicating liquor shall not be permitted on school property. The Canton School District Board of Education, recognizing that the Surgeon General of the United States has stated that tobacco, tobacco products and tobacco smoke pose a serious threat to the health and well-being of the district's students, employees and patrons, and knowing that these products are detrimental to a healthful and effective operation of the schools, hereby adopts the following policy:

1. The use of all tobacco products is strictly forbidden on school campuses and in all school vehicles.
2. This policy applies to all persons regardless of age and regardless of whether they may legally use the products.

USE OF SCHOOL EQUIPMENT

A request to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos, tables and chairs, volleyball poles and nets, etc., must be included in the original application for the use of school property.

USE OF SCHOOL CAFETERIAS AND KITCHENS

The use of cafeteria dining rooms may be granted with or without use of kitchen facilities.

1. A regular working supervisor of the cafeteria staff must be present while the kitchen is in use. The said supervisor will be paid the prevailing hourly rate of time and a half and be contacted in this regard by the Superintendent of the school district. The charge will be billed to the organization.
2. The working supervisor shall operate all burners and ovens which may be used and generally supervise the use of the cafeteria and equipment.
3. The group granted the use of the cafeteria would see that tables, floors and equipment are cleaned to the satisfaction of the supervisor. All decorations are to be removed and garbage and waste disposed of at the direction of the supervisor on duty.
4. Children under 12 years old are not allowed in the school cafeteria kitchens.
5. The Food Service Director must be involved in the planning, operation, and supervision of any event which will use the cafeteria kitchen and/or equipment.

CUSTODIAL SERVICES

A school custodian may be assigned for continuous duty during the time the group is using the school facility outside of the regular working hours. The said custodian will be paid the prevailing hourly rate of time and a half and be contacted in this regard by the Head of Maintenance. The custodian will open the building prior to the time set for the meeting, make any necessary arrangements for the requested facility and be on call should the need arise during the time of the event. No one except qualified custodians shall be allowed to operate or adjust equipment in the building.

Custodians are instructed not to open any areas other than those requested in the application process. Additional space may be arranged by filing an additional application.

BUILDING USE WITHOUT CHARGE

School organization such as school sponsored pupil organizations, Community Education activities, and school employee groups are granted use without charge as long as they do not conflict with regular school sessions or activities. No rental fee shall be charged the following school affiliated and community youth serving organizations for their regularly scheduled meeting (except a key deposit when necessary):

1. Parent/Teacher Associations, Band Parents, Booster Clubs
2. Boy Scouts/Cub Scouts/Girl Scouts/Brownies/4-H groups
3. Community Education classes and activities
4. Local service organizations
5. Organizations or groups which the Board so designates.

If there should be facility use by the above mentioned community groups that requires school employees (custodial or food service) to be present for additional time other than regular

employed hours, the organization will be charged according to its regular scale as determined by the policies of the Board of Education.

BUILDING USE SUBJECT TO CHARGE

Charges made for the use of school facilities are not rentals, as that term is generally considered, but are based upon cost of operating expenses that would otherwise have been incurred. This includes items such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such charges are subject to change, as the Board of Education may deem necessary. Fees per usage rental period will be charged as indicated below.

When keys to a facility are necessary, they will be checked out at the Superintendent’s Office on the school day preceding the event, after a deposit of \$100 is received. Keys must be returned within 48 hours to the Superintendent’s office, at which time the deposit will be returned.

Rental Periods

8:00 am – 6:00 pm
3:00 pm – 11:00 pm

Lawrence Elementary	Non-Profit Organizations	Private/For-Profit Groups
Classroom(s)	\$25	\$50
Kitchen/Cafeteria	\$50	\$75
Jacobsen Gymnasium	\$100	\$150
Middle/High School	Non-Profit Organization	Private/For-Profit Groups
Classroom(s)	\$25	\$50
Computer Lab	\$100	\$200
Cafeteria	\$50	\$100
Cafeteria/Kitchen	\$75	\$150
Commons	\$75	\$150
Commons/Stage	\$100	\$200
Auxiliary Gym	\$150	\$200
Main Gym	\$200	\$300

Fee Schedule for Set-Up

Tables/Chairs Set-up for 0-50.....\$25
Set-up for 51-150.....\$50
Set-up for 151-up.....\$75

AV Equipment.....Refundable Deposit.....\$50