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USE OF SCHOOL PROPERTY

The Guthrie School District will permit use of school property by educational, political, literary, cultural, religious, scientific, civic, or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school property. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this school district.

School property is often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

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USE OF SCHOOL PROPERTY (REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern the use of school facilities:

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least ten days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to suggest a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school property by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school property belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, or recreational organizations for purposes and programs which:

1. are beneficial to the youth of the community and to the programs of this school district;
2. are acceptable to the superintendent; and
3. do not result in an increased tax burden on the citizens of the school district.

Priority Use

The superintendent or designee is to determine whether the proposed use of the property will conflict with scheduled school programs and is to monitor the property for signs of misuse or abuse.

Prohibited Use

School property will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, national origin, handicap, creed or sex;
3. Any activity that may violate the patterns of good taste, manners, or morals, or be destructive or injurious to the buildings, grounds or equipment; or
4. Any purpose in conflict with school objectives or not approved by the superintendent.

Payment in Advance

All payments for the use of school property must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the school district for any theft, loss, or damage to school property over and above normal wear which might be expected from use, and will make prompt payment for such theft, loss, or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school property will see that the activities are conducted at all times under competent adult supervision. The superintendent or designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good of condition as they were found, except for the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school property will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen, and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school property and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District Number I of Logan County as an additional named insured.

Time Limits

The superintendent of schools shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and the organization to pay for all custodial and such other expenses as are incurred in opening the building for use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his or her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-school Days

School property will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the property by school organizations or students.

Charges

Charges made for use of school property are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a property user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Building Use without Charge

School organizations such as student organizations, school employee groups, and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against the following types of school-affiliated and youth-serving organizations for their regularly scheduled meetings:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
2. Cub Scouts--monthly pack and committee meetings (night);
3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and
4. Campfire Girls--weekly afternoon meetings and one monthly night meeting.

If there should be additional meetings of the above-mentioned school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings which extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums, and for all fund raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school property. The custodian will return to open the building prior to the time set for the meeting, arrange the requested property, and serve as the official representative of the school district. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting, the custodian will clean, properly arrange the property and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, the custodian will lock the building.

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

Police Guards

Uniformed officers must be on duty when so directed by the superintendent.

Drinking and Smoking

The use of intoxicating liquor or beverages will not be permitted on school property. Fire regulations prohibit smoking in school auditoriums, on the stage, in dressing rooms or workrooms, or in other rooms for such purposes. Smoking will be permitted in areas designated as "smoking areas" by the principal in charge of the building where proper precautions have been taken to protect against fire and receptacles for ashes are provided.

Athletic Activities

Permission for athletic activities involving the use of school property by non-school groups will be granted. Such use does not include permission to use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed for non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties, will be operated, moved, and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment, and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off-school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation, and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias unless other areas have been approved by the principal,

Swimming Pools

Swimming pools will be available to organized groups provided such use does not interfere with the needs of the school, and provided further that a lifeguard, with a current Red Cross or YMCA Senior Life Saving Certificate, or a Red Cross Water Safety Instructor's Certificate, or a YMCA Leader-Examiner Certificate, or comparable certificate, be on active duty at all times.

All provisions of the Oklahoma Public Bathing Place Act and Interpretive Code, latest revision, will be observed in detail by all individuals or groups using the pool.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school property. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education, whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such property;
2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
3. No automobiles, motor scooters, motorbikes or other such licensed vehicles are to be driven on the playgrounds;

4. Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property; and
5. No organized athletic leagues will be permitted on school grounds on Sundays.

Church Services

Church services by established religious groups may be scheduled on school property on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Regulations

The superintendent shall interpret and enforce all provisions of the school's policy and regulations. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

GUTHRIE PUBLIC SCHOOLS FACILITY RENTAL FEES EFFECTIVE 1-06

Auditorium	\$150 (3 hour minimum) + deposit + custodial fees + sound and/or light fees; \$50 each add'l hour
Cafeteria w/ Kitchen	\$75 (2 hour minimum) + custodial fees + cafeteria employee fee (one cafeteria employee must be present); \$40 each add'l hour
Cafeteria w/o Kitchen	\$50 (2 hour minimum) + custodial fees; \$25 each add'l hour
Classroom	\$30 (2 hour minimum) + deposit + custodial fees
Gymnasium	\$100 (3 hour minimum) + deposit + custodial fees + sound and lighting fees; \$35 each add'l hour
Library or Meeting Room	\$30 (2 hour minimum) + deposit + custodial fees; \$15 each add'l hour
HS Football Field	\$375 (3 hour minimum) + custodial fees + \$100 stadium lights fee + sound fees; \$125 each add'l hour
HS Baseball Field	\$300 (3 hour minimum) + custodial fees + \$100 field lights fee + sound fees; \$100 each add'l hour
HS Softball Field	\$300 (3 hour minimum) + custodial fees + \$100 field lights fee + sound fees; \$100 each add'l hour
HS Track	\$300 (3 hour minimum) + custodial fees; \$100 each add'l hour
Practice Field Areas	\$10 per hour + light and sound fees if applicable

Cafeteria Employee Fee \$15 / hour per person

Custodial Fee \$15 / hour per person

Security Fee \$25 / hour per person

Sound & Lighting Fee \$15 / hour per person

Deposit Amount of deposit shall be 3x the hourly fee and will be returned in full after
inspection of premises. Damages may be deducted by school and/or
appropriate billing for work.

The Guthrie Public School Board of Education reserves the right to approve or disapprove the use of school facilities based on the guidelines set forth in Section G-9, labeled "permitted use" and "prohibited use," of the Guthrie Public School District I-1 Board of Education policy manual.

Insurance requirements must be met and proof of insurance must be submitted before rental.

Furthermore, applications filed for use of school property for the basis of "profit making" commercial use or fund raising are subject to increased fees established by the Board of Education upon approval.