

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education subscribes to the belief that the public schools are owned and operated by and for their patrons and that the schools are an integral part of the community. Because of this belief, it shall be the policy of the Pleasant Hill R-III School District that school buildings and grounds may be rented to established civic, non-commercial, and other non-profit groups and individuals in the school district. However, such use will not interfere in any way with the regular programs and activities of the school district. All groups desiring to use the facilities must be established or based in the Pleasant Hill School District with a majority of their members being residents of the Pleasant Hill School District. Where possible, a certificate of insurance or hold-harmless agreement shall be provided by the person(s) or organization using school facilities.

In all cases, school sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board of Education through the superintendent of schools or his/her designated appointee. Such use will be determined by district policy as follows:

General Procedures and Board Regulations

1. School facilities shall not be rented to a group for the purpose of private profit-making enterprises, for the purpose of advancing any doctrine or theory subversive to the constitution and laws of the State of Missouri and of the United States, or for any purpose that may be detrimental or destructive to the buildings or facilities.
2. Any group renting facilities may not restrict their activity on the basis of race, creed, sex, color or disabling conditions.
3. Written application for permission to use school facilities shall be made to the principal of the building or facility to be used. The person whose signature appears on the application will be held responsible for fulfilling the terms of the contract and must be a citizen of the school district.
4. The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meetings held under its control and for prompt payment to the district to cover any damage to school property resulting from the organization's use of the facility.
5. In case of an emergency, the superintendent reserves the right to cancel, at his or her discretion, any scheduled activity of a non-school group. Such cancellation

shall be made as early as possible so that all persons involved can be notified.

6. The use of tobacco products or alcoholic beverages is not permitted in school buildings.
7. All applications for use of district facilities shall hold the Pleasant Hill R-III Schools free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities, the amount of damage shall be decided by the superintendent and approved by the Board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
8. Technical equipment (scoreboards, public address system, lighting equipment, projectors, etc.) is not included with the use of the building. The school district may require an organization who wants to use such equipment to pay a qualified technician provided by the district.
9. Religious organizations wishing to use school facilities for a not-for-profit activity other than instructional and/or religious nature will be treated as any other civic and/or not-for-profit district organization.
10. The use of facilities by religious groups for instructional and/or worship services shall be permitted only on a temporary and emergency basis. When conditions make the regularly established place of worship unusable, school facilities may be rented for not more than nine (9) months. If definite effort and progress is being made in obtaining or providing its own facilities, it may apply for a new agreement for an added six months.
11. The superintendent shall determine and the Board shall approve all rental fees set for use of the district facilities.
12. Not-for-profit groups who work predominantly with school age children of the Pleasant Hill R-III District such as scouting groups, 4-H, little league groups, etc. will be considered school associated organizations and may use school facilities without charge. Such a group must sign a permission form and be responsible for all damages to facilities or equipment while the building is under their supervision.
13. Other governmental bodies such as state, county or local governing bodies may also be eligible to use school facilities without charge.

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Adopted: 09/18/2001

COMMUNITY USE OF SCHOOL FACILITIES

All individuals or organizations wishing to use the Pleasant Hill R-III School District facilities are required to complete an application form provided at the school they want to use. Individuals or organizations with approved reservations for use of facilities shall notify the school immediately if they plan to cancel an activity or event. If an individual or organization has an approved reservation for use of a facility, fails to cancel, and does not use the facility they will be charged the full usage fee and/or be denied use of facility in the future. All groups using school facilities shall be required to hire a supervisor/custodian unless scheduled during regular working hours. All groups shall complete use of the facility by 9:00pm on school nights.

The following fee schedule shall apply:

High School, Middle School and Elementary School Gyms

- \$25/hour usage fee
- \$100 deposit for multiple uses
- \$15/hour for supervision/custodial fee

Primary School Gym

- \$20/hour usage fee
- \$100/hour deposit for multiple uses
- \$15/hour for supervision/custodial fee

Cafeterias

- \$15/hour usage fee
- \$15/hour for cook if kitchen is used
- \$15/hour for supervision/custodial fee

Classrooms

- \$10/hour usage fee
- \$15/hour supervision/custodial fee

Football Fields

- Eklund Field will not be rented

High School Auditorium

- \$25/hour usage fee

- \$100 deposit
- \$15/hour supervision/custodial fee
- \$18/hour for school technical person for sound and lightning

Fee Waiver Schedule

- Fees may be waived for organizations with predominantly school age participants from the Pleasant Hill R-III School District.
- ½ usage fees will apply for:
 1. Local civic organizations (maximum of 1 per organization per year)
 2. Tournaments and/or games where out-of-town school age teams and players are involved. (maximum of 1 per organization per year).

Note:

- All fees and deposits will be paid in advance
- All events must be scheduled at least 1 week in advance
- Summer usage shall follow same procedure

**Pleasant Hill R-III School District
COMMUNITY USE OF SCHOOL FACILITIES**

Request Form

(For community groups wishing to use school facilities)

Sponsors' Name _____ Date _____

Address _____

Home Phone _____

Work Phone _____

Fax _____

Date of Activity _____ Time of Activity _____

Alternate _____ Alternate _____

Group Represented _____

Purpose of Activity _____

Number of Participants _____ Fund Raiser: Yes _____ No _____

Sponsors' Signature: _____

(Signature of sponsor indicates understanding of and agreement with Board Policy KG
Community Use of Facilities adopted September 18, 2001)

Principal Signature _____ Date _____

_____ Approval

_____ Disapproval – reason _____

Fee: \$ _____ hourly usage fee

\$ _____ deposit

\$ _____ supervision/custodial

\$ _____ technical support fee

\$ _____ equipment

Special Notes:

- Approval is contingent upon finding a school employee to act as supervisor/custodial. If an employee is not available the activity will have to be cancelled.
- In the event of inclement (I.e. school cancellation/early release) all non-school sponsored activities will be cancelled.