

**MULVANE USD 263  
FACILITY RENTAL REQUEST**

\*For Sports Practice Rentals/Gym use only: Fall request deadline is Aug. 1st, Winter request deadline is Oct. 15th

Date of Request: \_\_\_\_\_ Building Requested: \_\_\_\_\_ Area Requested: \_\_\_\_\_

Equipment Needed (may require additional fees)

**Gym Rental**

- \_\_\_\_ Scoreboard Panels
- \_\_\_\_ Sound System
- \_\_\_\_ Locker Room
- \_\_\_\_ Bleachers
- \_\_\_\_ Scorers Table
- \_\_\_\_ Chairs
- \_\_\_\_ Curtain
- \_\_\_\_ Wrestling Mats
- \_\_\_\_ Table/Chairs for Tickets

- \_\_\_\_ VB Standards
- \_\_\_\_ VB Officials Stand
- \_\_\_\_ Restrooms
- \_\_\_\_ Concession Stand

**Auditorium Rental**

- \_\_\_\_ Risers
- \_\_\_\_ Sound System
- \_\_\_\_ Lights

\_\_\_\_ Podium

**Commons Rental**

- \_\_\_\_ Restrooms
- \_\_\_\_ Sound System

\_\_\_\_ **Kitchen**

Number of Participants: \_\_\_\_\_ Date of Activity: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_

Time Needing Access to Building: \_\_\_\_\_ Beginning Time of Activity: \_\_\_\_\_

Ending Time of Activity: \_\_\_\_\_ (include cleanup time) Total Hours of Activity: \_\_\_\_\_

General Explanation of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assignment of Fees/Charges: Calculation Space (see B.O.E. policy)

Deposit: \$ \_\_\_\_\_ (if required)      Equipment Charge: \$ \_\_\_\_\_      Personnel Charge: \$ \_\_\_\_\_

Room/Space/Area: \$ \_\_\_\_\_

TOTAL AMOUNT: \$ \_\_\_\_\_

I have read, understand and agree to abide by the stipulations, regulations and fee assignments. It is agreed that payment will be made at the time of approval as well as any deposit that may be required.

Signature: \_\_\_\_\_

Responsible Party (must be 21 years of age): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_

**KG Use of School Facilities by Community Groups (See DFG and JH) KG**

The board may allow use of school buildings and school grounds by community groups {outside the school day}. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee may be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

Approved by BOE 10-26-09

## Facility Use Rules

Use of school facilities or school grounds by community groups may be allowed by the board on a temporary basis. The following fees are for use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent or authorized designee.

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, unprescribed controlled substances or alcoholic beverages is not allowed in the facility, either by the individual, the group or other participants.

50% Payment for the use of a facility is to be made in advance. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.

This policy shall be administered by the superintendent, or the superintendent's authorized designee, and the superintendent's decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board.

The USD 263 Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district students. The district will not rent to commercial venture or for profit groups as identified below:

### (Private Organizations and Businesses or For Profit)

These organizations and businesses are identified as follows:

- 1) The primary goal of the business/organization is profit making; or
- 2) Charges are made by the business/organization when a school facility is used and the receipts are placed in the business/organization account for use generally by the business/organization; or
- 3) The business/organization is a nonprofit type of organization with the major financial support derived generally from a specific group of people through donations and/or freewill offerings.

Examples of businesses/organizations in this group are: dance studios and dance groups; radio-television entertainment; automobile displays; businesses; nonschool sport events, etc.

#### Class 1 (Civic Organizations)

These organizations are identified as follows:

- 1) The group generally operates within the community and is adult-oriented;
- 2) The group is easily recognized as a civic organization and functions in many different communities;
- 3) The group operates on a State, Regional and/or National Charter which specifically states service to the community as one of the organization requirements; or
- 4) The group is a local organization that receives its funding from donations and/or receives tax money from some governmental agencies.

Examples of organizations in this group are: Lions Club; Rotary Club; Kiwanis Club; V.F.W.; American Legion; Elks Club; Chamber of Commerce, local community groups, etc.

#### Class 1 (USD 263 Supporting Organizations)

These organizations are identified as follows:

- 1) The group sponsors events directly involving USD 263 students and/or, in a broad sense, former students; is a type which provides future positive assistance to USD 263 student events and is nonschool supervised; or
- 2) The group may derive income from the events, and shall return substantial income to the community through scholarships and other similar projects to USD 263 students; or
- 3) The group provides a broad base program of student self-improvement in moral judgment, home and community life, poise and self-control and the family as an American way of life; or
- 4) The group has a track record of promoting a positive image of the community, the young people of the area and aid to education in the district.

Examples of these organizations are: Junior Miss Scholarship Program; Miss Kansas Pageant; Alumni Association; Vo-Tech.; Arts Councils; etc.

#### Class 1 (Community Improvement and Student Assistance Organizations)

These organizations are identified as follows:

- 1) The groups providing services to the county or city population at little or no cost that are difficult to obtain elsewhere or are military and/or governmental in nature; or

- 2) The group generally operates as a not-for-profit group; or
- 3) The group provides an opportunity for a better understanding of the arts through displays and presentations and may be governmental in nature; or
- 4) The group provides needed assistance to the community in times of disaster and is a nonprofit or governmental type of organization; or
- 5) The group organizes when necessary to supply a service to education in general or specifically to students.

Examples of these organizations are: City/County Recreation; Military Band; Swim Team; Parents of Seniors for School Purposes; Kansas National Guard; Kansas Kids Wrestling Program; Community Playhouse; occasional usage by 4-H, Boy Scouts and Girl Scouts; etc.

### FEES AND CLASSIFICATIONS

Class One:	(No Charge M-F, Weekend Rental-see below)	As identified in policy: civic organizations, supporting organizations, community improvement and student assistance organizations
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\* The "no charge" generally applies to times when school is in session and personnel are on duty. The superintendent of schools shall review exceptions to the policy.

Note: The Board of Education will not rent school facilities to commercial ventures for private profit making. The District Athletic Directors and MRC Director will coordinate efforts regarding the scheduling of events at district facilities.

Specific arrangements for tournaments and projects may require additional fees and deposits will be required. Deposits will be applied to assessed fees/damages. The charges are to be recommended by the administration. Specific circumstances may be referred to the BOE for consideration.

- Recreation Commission activities will work with the administration to pay for an appropriate portion of fees and utilities. For sports practice rentals, designated gyms for these groups would be:

MRC:	MMS, MGS, and MRC gm
Jr. Wrestling/Community:	MHS
Community requests:	MPS

SPECIFIC FEES/FACILITIES FOR WEEKEND RENTALS  
(PER ADMINISTRATIVE APPROVAL AND CUSTODIAL AVAILABILITY)

High School Main Gym:	\$25/HOUR FLAT RATE
H.S. Auxiliary Gym:	\$25/HOUR FLAT RATE
MPS New Gym & MMS New Gym:	\$25/HOUR FLAT RATE
H.S. Commons:	\$25/HOUR FLAT RATE
Other Gyms:	\$25/HOUR FLAT RATE
H.S. Auditorium:	\$20 per hour for first hour/\$10 per hour thereafter. If variable lighting and sound systems are required, approved and trained technicians must be hired or the group must furnish a technician that meets with the approval of the building administration due to the sensitivity of the equipment and value.
Approved Classrooms:	\$5 per hour for the first hour/\$2.50 per hour thereafter.
Kitchens:	\$20 per hour for first hour / \$5 per hour thereafter. Kitchens require approved personnel to assist because of the equipment and food handling regulations.

Generally, the length of rental should not exceed three hours. Temporary location of a community organization in a district facility shall not exceed 3 months. Arrangements may be made depending on availability of space and personnel. Rental charges start at the specified time and ends when the adult in charge leaves. Building principals will approve/deny requests for facility rental and consult with district administration as needed.

## REGULATIONS AND GUIDELINES

Should any of the following regulations and guidelines be ignored or violated, privileges of renting facilities shall be revoked for such a length of time as determined by the Superintendent of Schools and subject to review by the Board of Education.

1. The use of the facilities must be in keeping with the general program of educational and recreational activities and must not be used for commercial use or for personal gain and/or profit.
2. Political meetings, which are open to the public, are considered to be within the scope of the general education program and may be rented provided that no discrimination is shown.
3. Only adults (21 years of age) of the school district or school employees may make rental requests. Responsibility on the part of the renting adult is expected and required. All requests shall be on the rental form whether or not fees are charged. District employees may use facilities without charge for personal use but not for personal profit or gain or organized activities (i.e., not an employee's child's team). Custodial fees will be applied if required. Costs for heating, cooling, and custodial assistance will be assessed even if donations to the school/district are made and approved.
4. Groups/individuals using the facility must remain in the portion of the facility rented.
5. Groups/individuals must provide sufficient supervision to ensure orderly use of equipment and of the facility.
6. Facilities or equipment damaged will be charged to the groups/individuals making the rental agreement. Restitution will be a condition of future rental requests. A deposit may be required.
7. As per state law, no smoking or use of tobacco products will be allowed in the facilities.
8. Alcoholic beverages shall not be consumed or allowed on school property. Persons under the influence of illegal or illicit drugs and or alcohol will be removed from the premises.
9. Open flames are not allowed in the buildings unless those requested flames can meet the guidelines of the life safety codes of the state fire marshal (31-3.2).
10. School personnel may be required to be on duty to see that the regulations are being met. Violations shall be reported to the sponsoring groups/individuals and school administration.
11. Persons or groups shall not rent the facility and then allow another group or person to utilize the facility for personal gain or profit. Persons renting the facility are to have a direct involvement and connection with the activity held in the school facility.
12. Posted capacities are not to be exceeded.
13. Administrative fees may need to be assessed should an administrator or staff member be called upon to perform some needed function.
14. All rentals are subject to availability of personnel, space and on a weekly basis. School events will be considered a priority over other requests to use district facilities.
15. Groups/individuals are required to adhere to all other district policies.

Approved by BOE 10-26-09