

COMMUNITY USE OF SCHOOL FACILITIES

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations and municipalities are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

ADOPTED: November 18, 2004

Procedures for Securing Use:

- A. Any individual or group wishing to use Woodlawn High School facilities must complete a Request for Use Form and submit it with required deposit to the superintendent at the High School.
- B. The Superintendent will give scheduling priority to Woodlawn High School programs and those programs benefiting its students. All other individuals or groups will be given scheduling priority as listed under categories of users. All building use forms must be approved by the high school administration before booking is secure.
- C. Request to Use Forms must be completed at least two weeks in advance of the scheduled event. Advance requests will be honored with consideration given to the school district's annual use and will be granted on a first-come, first-served purpose.
- D. Use of equipment (i.e. projection equipment, sports equipment, cooking facilities) will be booked through the Superintendent. Use of equipment is dependent on availability and rental charges may be applied.

Categories of Use (Listed in order of priority):

- A. Woodlawn High School organizations and associated programs (no extra custodial, rental, or technical fees will be charged);
- B. Municipal organizations and educational organizations within the district;
- C. Non-profit organizations;
- D. For-profit and private organizations for activities and functions appropriate to a school setting.

Insurance:

The lessee shall provide a certificate of insurance up to the amount of \$1,000,000 per occurrence, and up to \$3,000,000 aggregate covering the period under contract if required by the Superintendent. The insurance shall name the Woodlawn High School District

#205 as an additional insured. Generally, a certificate of insurance will be required if a fee is charged for public entertainment and the event is not sponsored by a local school organization or town government organization (Woodlawn).

Deposit:

A rental deposit is required for non-profit and for-profit organizations. The deposit will be one-quarter (1/4) of the applicable fee.

Damages/Losses/Additional Clean-up costs:

The lessee is financially responsible for any damage to the facilities. Lessee will be responsible for any additional costs related to clean-up related to the event/activity. Woodlawn High School is not responsible for loss or damage of articles brought to the facility.

Custodial Services:

Custodial services are required for all events in which the building will be utilized. The basic service will be to unlock doors, provide necessary equipment, and clean and secure the facility following use. All equipment to be moved must be done so under the supervision of the custodian. Charges for custodial services will be in the amount of \$40 per hour.

Event Manager:

Any use of a facility which involves specialized equipment such as the cafeteria/kitchen for food preparation; lighting and sound in the auditorium; exercise equipment in the gymnasiums; computers in the laboratories, etc. will require the employment of an Event Manager trained and approved by the high school administration. The Event Manager will instruct and supervise the use of such equipment. Cost of the employment of the Event Manager will be in addition to rental costs.

Supervision of Facilities:

The lessee is responsible for supervision of those attending the event. Where required by the school administration or by state/local regulations, police protection must be provided at the lessee's expense.

Substance Use:

Alcohol possession or consumption, illegal drug use or consumption, or use of tobacco products are prohibited anywhere on school property and grounds.

Cancellation of an Event:

The Woodlawn High School Superintendent of Schools or his/her designee has sole authority to determine whether the facilities should be closed for reasons for public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are cancelled automatically without penalty to either party. However, every effort will be made to reschedule any cancelled event to a mutually acceptable date.

Long-Term Use:

Long term facilities use will be considered to be two or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment to existing programs from this use. If space is available without detriment, space may be rented to groups whose activities are most consistent with the other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preferences.

Rental fees will be established that cover operating costs of these spaces (i.e. lights, heat, maintenance, insurance). If a profit-making group wishes to rent available space, the rental fee should be consistent with the going rate for comparable square footage. The rental of a classroom by an individual or private school shall be at a rate established by the Board. Individual contracts for the use and duration of the rental agreement will be prepared by the Superintendent of Schools.