

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 706
PROPERTY**

USE OF SCHOOL FACILITIES

Carson City School District Facilities are made available by the Board of Trustees for community use after regular school-day hours, when they are not required for after-hour instructional or other school purposes, and when they are not reserved in anticipation of such purposes. The office of Operation Services provides technical assistance and works with building principals and staff to facilitate the administration of these policies and regulations. The building principals are responsible for the administration of this policy and regulations as they relate to facility use at their respective sites.

GENERAL CONDITIONS AND PROCEDURES OF FACILITY USE:

Procedure Overview:

District facilities are available for community use within the above-stated parameters. Individuals, organizations, and/or groups wishing to use District facilities shall complete a Facility Use Request form. The form may be secured at the Operation Services Center at Richmond & Telegraph Street, Individual School Sites, or on-line at www.carsoncityschools.com. The Facility Use Request form must be completed at least three weeks prior to the use date required. All fees for single day usage and multiple-day usage must be paid to Operation Services. When the form is submitted a price will be calculated and a permit issued upon payment. When a permit is approved, the activity will be added to the building master calendar and copies of the Permit for Facility Use form will be distributed.

Use of Facilities during District Break Periods:

All individuals and/or groups applying for the use of a school or facility during the summer break may obtain permit forms as identified above. Summer use will be limited to schools where summer programs are already being held. Principals will be responsible for informing the Operation Services Department of the date and time of all building activities and the rooms reserved prior to leaving for the summer. Special circumstances for summer use may arise and be approved by the building principal and the Director of Operation Services. Any of the above individuals will contact the appropriate staff and arrange for building coverage. No school will be rented during the month of July. Events during winter break, spring break and other district-designated vacation time will be booked at the discretion of the building principal, and the Director, Operation Services.

Special Facility Arrangements:

Gymnasiums/Athletic Fields: (Other than the Jim Frank Stadium Complex at Carson High School)

REGULATION No. 706 CONTINUED

- Applications for use of these facilities are to be made at the office of the principal and returned to the Operation Services office at Richmond & Telegraph.
- Carson City School District recognizes the Joint-Use Agreement with Carson City's recreation program and will honor scheduled city recreation events prior to granting other rental requests.

Jim Frank Stadium Complex at Carson High School:

Due to the care and maintenance required to ensure continued warranty for areas with artificial turf and all-weather track surfaces, usage of these areas are conditional for non-school related or non-NIAA sanctioned activities. Conditions are as follows:

- i. Approval of Permit for Building and Facility Use form; *A General Care Card describing the care and use of the turf and other synthetic surfaces will be attached to the permit as acceptance of due care and responsibility of user.
- ii. A \$100.00 non-refundable, paid-in-advance fee will be charged to cover on-going and future maintenance costs. Collected fees will be deposited in a site grounds/operations fund specified for turf maintenance.
- iii. A \$50.00 paid-in-advance security deposit will be held in lieu of a post-usage inspection. If inspection yields no damage, litter, etc., the deposit will be returned in full. If inspection yields damage, litter, etc., deposit will not be refunded and additional charges may apply.
- iv. Any exceptions must be granted by both the site principal and the Director of Operation Services.

Kitchens:

- Applications for the use of any District kitchen should be made at the school with the respective principal and approved by the Nutrition Coordinator. Kitchen areas shall be used under the supervision of a Nutrition Services employee.

APPLICANT OBLIGATIONS/RESPONSIBILITIES:

Legal Considerations:

The applicant shall be considered the legal agent of the organization and/or group and as such, shall be responsible for compliance with all conditions identified in the permit. The applicant may not assign or transfer the permit to another individual or group. The applicant agrees to indemnify the District for any damages occurring to the building, classroom furnishings and adjacent grounds during the periods such property is rented by the applicant. The applicant agrees to hold the District harmless from liability for any injury or accident arising during the course of the rental. The applicant shall also hold the District harmless for any damage or loss to the property of any person attending the sponsored rental activity.

School Site Expectations, Rules, Supervision, Security Concerns:

The applicant requesting to use a facility at any District school or site shall meet with the principal or designee at the location of intended use at least two weeks prior to the date of use.

REGULATION No. 706 CONTINUED

This meeting will allow the applicant and District administrator to review all rules, protocols or practices unique to the school or site to be used. It also allows the site administrator to meet the person(s) who will be using the building.

The level of adult supervision to be provided by the applicant (where youth activities are involved) will also be discussed. Finally, the expectations with respect to facility security will be reviewed.

Carson City School District does not allow use of District buildings or facilities for private activities such as birthday parties or weddings.

Keys will only be issued to District employees.

Equipment Needs:

Microphones, rostrums, chairs, and other equipment are available upon request. It is the applicant's responsibility to note these needs at the time the permit is completed. Such equipment may need to be set up and operated by District staff.

District-owned vehicles may not be assigned for use by non-school groups.

Approved User Identification:

Upon approval by the principal, designee or director and receipt of payment, the applicant's copy of the Permit for Facility Use form will be given directly to the applicant. The applicant's copy will serve as a receipt and will identify him/her as a valid user. This copy will be presented to the designated staff member working the event upon arrival at the time of use. District staff is required to deny use to any party without a valid Permit for Facility Use form.

SPECIFIC CONDITIONS AND PROCEDURES FOR FACILITY USE:

Individuals, groups or organizations applying for the use of school district facilities are subject to the following conditions and procedures:

Permit:

No Individual and /or group will use District facilities without having a completed and approved Permit for Facility Use. The building principal, designee or appropriate director has the responsibility and authority to accept or deny requests for permits.

Reservations:

A rental may be reserved up to one year in advance but be paid for no less than three weeks prior to the event or it will be canceled. A charge will be assessed for each individual room(s) that is used.

REGULATION No. 706 CONTINUED

Supervision:

Adequate adult leadership and supervision shall be required at all times for activities in which minors are participating. This also includes the time before and after the event during which the youth are on District property. Neither the applicant nor members of his/her group will be admitted to any District building without showing the Permit. Children will not be permitted in the building without a supervising adult.

Insurance:

District insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. The District will require a certificate of insurance from the user.

Religious Organizations:

School facilities shall be available for religious purposes. The continuous use of a facility by a religious organization shall not exceed one District fiscal year unless special contract negotiations have been made. In an emergency, an extension may be approved by the Director of Operations Services.

Facility Use of Specialty Areas:

Rental requests for specialty areas including science rooms, industrial education shops, computer rooms, home economics rooms, weight rooms, ROTC Rifle Range, or any other spaces with specialized equipment or materials will be evaluated by the principal or designee and, it will be determined whether the room is acceptable for the requested use and rental arrangements may be made. Additional fees may be charged for specific equipment used during the rental. NOTE: A licensed staff member or technician is required to be present during the rental of these areas to protect the District's investments and the occupants. The hourly fees for additional personnel (see attached Fee Schedule) will apply.

Facility Use Outside Normal District Hours of Operation:

Facilities may be rented Mondays through Fridays as space is available and as such rental does not interrupt or disturb regular school activities. Saturday use of school facilities may be permitted and will be subject to staff availability. Sunday rentals will generally not be permitted except as part of an approved religious organization event.

All facilities should be vacated no later than 10:00 p.m. unless special arrangements have been made. Any individual, group or organization using school facilities on weekends, holidays, summer break, or after 10:00 p.m. must make special arrangement for a designated person to be on site for the entire length of rental use. Applicant will pay the hourly personnel fees for the entire period of use (see attached Fee Schedule).

REGULATION No. 706 CONTINUED

Safety: All applicable fire and safety laws/regulations governing the use of school facilities must be observed at all times including:

- Open flame (including candles) is prohibited
- Room capacity is not to be exceeded
- Temporary electrical or mechanical modifications are prohibited
- Use of flammable holiday or other decorations must be approved by the school principal or designee
- Stairways, corridors and entrance/exits must be kept free of obstruction at all times

No equipment, scenery or decorations of any type shall be used within the building or on the premises except as specifically provided in the permit.

Such equipment, scenery or decorations shall be of a slow burning nature and shall conform to all local and state regulations governing such equipment. Said items shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).

Illegal and Prohibited Activities and Substances:

Use or possession of alcoholic beverages and illegal drugs is prohibited. Failure to comply will be dealt with by local law enforcement agencies.

Tobacco Use:

Tobacco use is strictly prohibited in all forms and in all locations in or on school District properties.

Weapons:

No weapons of any kind shall be allowed on school District property. Unlawful possession of a deadly weapon, as defined by state law, shall not be allowed on school property or in school buildings unless the individual:

- Is an officer of the law, or
- Is presenting an authorized public demonstration for the school or organized class, or
- Has possession of the weapon for use in an approved educational program which includes, but is not limited to, any course designed for the repair and maintenance of weapons.

Gambling:

Games of chance and activities defined as gambling by state statutes are prohibited on District property.

REGULATION No. 706 CONTINUED

Other:

Behaviors including obscene language, quarreling, fighting, or noncompliance with District regulations are prohibited and may result in revocation of the Permit for Facility Use.

Locations:

All permits will be issued for specific rooms or fields. It shall be the responsibility of the permit holder to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Failure to comply with any or all provisions of this Administrative Regulation may result in revocation of facility use privileges.

Furnishings, Equipment and Supplies:

District furnishings, equipment, and supplies in areas to be used are not to be disturbed. Rooms used shall be left in the arrangement and precise manner in which they were found. Users must make arrangements with the building principal, designee or director to temporarily store their equipment and supplies on site, if space is available, and may be charged on a monthly basis. The District assumes no liability for damage or theft of such materials.

Advertisement Materials:

Posters, flyers, or other advertising materials to be used to promote activities at District facilities are subject to review by the building principal, manager, designee, and/or the Director of Operation Services.

RENTAL CATEGORIES (See Appendix A & B for applicable costs):

Category 1 – Carson City School District

Includes facility use for groups or individuals that are:

- Comprised of District staff doing routine District business, or
- School-affiliated as approved by the building principal, designee, or director, or
- District-affiliated

Should these facility uses require District-designated staff, users will be charged the approved personnel fees.

Category 2 – Youth

Includes facility use for groups or individuals that are:

- Specifically for youth (K-12 in the Carson City School District), and
- Non-Profit

REGULATION No. 706 CONTINUED

The Carson City School District extends use of its space to all groups and functions that provide a service to children in our communities free of charge. However, should these facility uses require District-designated staff, users will be charged the approved personnel fees.

Category 3 – Personal/Community and Service Clubs

Includes facility use for groups or individuals that are:

- Intended for the general population, or
- State or national youth organizations, and
- Non-profit

Category 4 – Contract, Lease and Intergovernmental

This category includes governmental, educational entities, churches and other users who have negotiated a contract or intergovernmental agreement for long-term, multiple use of District facilities.

TERMS:

Single Bookings/Payments:

Payments must be made in full once the request is priced and returned to the renter. Checks should be payable to Carson City School District and sent/delivered to the Operation Services Department.

Multiple Bookings/Payments:

Payments must be made in full once the request is priced and returned to the renter, unless other arrangements are made by the Director of Operation Services for monthly payments. Checks should be payable to the Carson City School District and sent to the Operation Services Department along with the original facility request.

Supplemental Staffing:

Any organization or individual, regardless of classification, will be required to pay the cost of a designated staff member if its use of the facility would result in direct costs to the District. For those facilities where a custodian is regularly on duty during the rental, there may be no additional charge unless substantial additional work is required related to the use. In such situations, an additional fee will be charged or additional District staff may be assigned at the discretion of the principal, designee or Director of Operation Services and the user will be charged accordingly.

REGULATION No. 706 CONTINUED

Additional Costs:

Any additional costs incurred by the District due to facility use will be billed to the applicant. This will include any unforeseen additional custodial time, major repairs, replacement of missing/stolen equipment or supplies, or trash removal. It is the applicant's responsibility to be sure that there are no substantial damages to school property prior to the actual use. If such damage is noted prior to facility use by the applicant, it should be brought to the attention of the designated supervisory staff in the building.

Cancellation Retainers:

Cancellation notice received at least 7 work days prior to scheduled use: 15% of the total fee will be retained by the District for processing fees up to a maximum of \$100.00 (If the total Facility Use fee is less than \$100.00, the cancellation will be processed without charge to the applicant.) Cancellation notice received 3 to 6 days prior to scheduled use: 25% of the total fee will be retained by the District for processing fees. (If the total Facility Use fee is less than \$50.00, the cancellation will be processed without charge to the applicant.) Cancellations not received within 2 days prior to the scheduled event will result in 100% loss of fee by the applicant. If a scheduled facility rental is cancelled because of District use or school closing, the rental fee for that day shall be refunded in full to the rental party.

Fee Schedule Revision:

Fees are attached as part of this policy/regulation. These fees are subject to review and revision by the superintendent and reviewed by the Carson City School Board.

FACILITY USE FEE DISTRIBUTION:

All fees associated with renting a District facility (except for personnel and equipment fees) are divided among several departments to offset the costs associated with the rental. The distribution percentages of the revenue are as follows:

The school where the rental event occurs normally receives 50% of the facility use fees collected and 100 % of any equipment fees collected. Funds to pay for designated personnel may be deducted from an individual school's share of those fees if the Permit issued and approved by the school did not charge for the required staff.

The General Fund account from which public utilities are paid (i.e., electricity, water and natural gas) will be credited with 25% of all facility use fees collected District-wide.

The General Fund account which funds facility maintenance services and energy management activities will be credited with 10% of the facility use fees collected District-wide.

The Capital Improvement Fund account which funds replacement of capital equipment in schools will be credited with 10% of the facility use funds collected District-wide.

REGULATION No. 706 CONTINUED

The General Fund account which funds custodial disposal materials (such as paper, plastic, and cleaning chemicals) will be credited with 4% of the facility use collected District-wide.

The General Fund account which funds the programmatic costs necessary to sustain the facility use system at the District Level (i.e., forms, guides, mailing, etc.) will receive 1% of the total facility use funds collected District-wide.

Fees for designated personnel who work rental events will be accrued centrally to be dispersed to staff members who submit time sheets for special event work and to cover payroll-related costs such as benefits and workers' compensation.

Adopted: August 23, 2011

Revised: July 12, 2016