

# Facilities Reservation Policy and Guidelines

## Allendale Public Schools

### **PURPOSE:**

To establish procedures to provide for the use of school facilities by community members and outside non-profit organizations at times when such use does not interfere with school sponsored programs.

### **AUTHORIZED USE:**

**Organizations:** Established non-profit organizations within the district (P.T.A.'s, booster groups, governmental and quasi-governmental public service bodies, religious, business-industrial organizations) serving the residents of the district may apply to use school facilities provided the use is for an educational, civic, recreational, religious or other legitimate purpose of the organization.

**Private Lessons:** Pending administrative approval

**Weddings and Family Reunions:** Pending administrative approval

### **PROCEDURES FOR REQUESTING USE:**

#### **Application:**

All groups requesting permission to use school facilities must call the Facility Reservations department at 892-3482, voice mail is available

#### **Time of Request:**

Request must be submitted at least five (5) school days in advance.

Late requests will be considered at the discretion of the facility department.

#### **Assignment:**

Request to use school facilities will be assigned with strict consideration given to the number of people, type of activity, length of activity and need.

#### **Administrative Approval:**

Permission to use facilities shall be allowed at the discretion of Allendale Public School and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property.

### **INSURANCE COVERAGE:**

#### **Insurance Coverage for Non-School Group:**

The district may request from non-school groups an insurance certificate showing at least \$1,000,000.00 Bodily Injury and \$1,000,000.00 Property Damage Insurance coverage.

### **COST FOR FACILITIES:**

#### **Free Usage:**

Classroom facilities that are normally open shall be available at no charge to non-profit groups or organizations eligible to use the facilities. However, a non-school group which uses facilities and charges an admission and/or raises funds may be charged a fee to be determined by the administration.

#### **Charge for Use:**

At times when a facility is not normally open, a custodian or other authorized school employee must be on duty. A member of the kitchen staff must be on duty anytime a kitchen is used.

#### **Kitchen Charge:**

Current employee rate for Monday through Friday 1 1/2 times normal wage for Saturdays Double time for holidays

#### **Other Charges/Custodial:**

\$35.00 per hour for weekdays/room, \$60.00 per hour charge for weekends/room and **\$800/day /gym for ALL weekend gym rental.** Any other direct expenses to the district shall be paid by the user.

### **CANCELLATIONS:**

#### **Advance Notice:**

The scheduling office must be advised of all cancellations as soon as possible. Non-cancellation or late cancellation may result in charges for services.

#### **School Dismissal:**

School is dismissed and all school events are cancelled when hazardous weather conditions occur. Non-school related functions taking place in school facilities will be cancelled or continued on an individual basis as determined by the administration.

### **PROHIBITED USE:**

#### **Political Gain:**

School facilities cannot be used for political gain.

#### **Games:**

Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises.

#### **Commercial Gain:**

Non enterprises function, or activity that promotes commercial gains can be conducted without the consent of the Board.

### **GUIDELINES FOR FACILITY USE:**

The Facility Use Policy and these guidelines must be read and agreed to by the individual who will have direct responsibility for students or program participants.

A Facility Reservation Confirmation Form must be received and signed by the individual who will have direct responsibility for students or program participants.

All requests for use of special equipment must be requested in writing in advance and approved.

The user is **not** entitled to use areas of equipment not specifically requested and approved per the Facility Reservation Form. Students and participants should not enter the facility (classroom, building, gym, etc.) until the teacher or person in charge arrives. Students, participants, and spectators should be confined to the assigned area.

Restroom usage must be monitored at all times.

Students or participants are instructed to not use any materials, equipment, or other school property which has not been requested for use.

All facilities used must be left in good condition.

If any injury occurs or the facility or equipment is damaged, a memo must be left explaining the situation. The user is responsible for all damages.

Smoking is prohibited. The use and/or possession of any alcohol or illegal substance on school properties are prohibited.