

USE OF SCHOOL FACILITIES AND PROPERTIES
PROCEDURES

GENERAL GUIDELINES

1. It is the aim of the Ocean Beach School District #101 Board of Directors to make the school facilities and properties available for the widest possible school and community use. School functions, however, have priority over community use.
2. The building principal has the over-all responsibility and authority to determine after school hours use of facilities and properties by organizations in accordance with established district policies and rules. His/her decision may be appealed to the superintendent.
3. Approval will not be granted for any meeting which may be in any way prejudicial to the best interest of the school or for which satisfactory sponsorship and adequate adult supervision is not provided.
4. All applicants for use of school facilities and properties shall hold the district 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 school facilities and properties. The facility and property user will be required to carry its own public liability insurance in an amount not less than \$1,000,000.00 for injury to one person and \$1,000,000.00 for damages of one event. Evidence must be provided.
5. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities and properties during the time the loss or damage was sustained.
6. Eligibility shall be Prioritized as follows:
 - Group I - School Sponsored Groups
 - Group II - Youth Oriented Groups - Non Profit
 - Group III - Adult Oriented Groups – Non Profit
 - Group IV - Profit/Commercial Groups

7. School facilities and properties will not be available for scheduled use by any group or individual between the hours of 11:00 p.m. and 5:00 a.m. unless a waiver is requested.
8. School properties, which include Long Beach, Ocean Park, and Chinook Fields may be used as described in the application.

APPLICATION PROCESS

1. A standard district facility or property use application form shall be completed and filed with the building principal or designee not less than two weeks in advance of intended use.
 2. All applications must include the name of the person who will be responsible for sponsorship, supervision, including police and fire protection when necessary.
 3. The amount of adequate supervision will be agreed upon at the time the authorization is issued.
 4. The superintendent possesses the authority to make the final decision on use of school facilities and properties by a group. The group may appeal such decision to the board.
 5. Approved applications for the use of school facilities and properties shall be revocable by the Superintendent/Designee and shall not be considered a lease.
 6. Applicants must provide, upon request, a financial statement of revenue and expenses from any admission charges or offerings.
 7. The district reserves the right to cancel or change any use of facilities and properties. Every effort will be made to give the user a twenty-four hour notification. Should the district cancel, all fees will be returned. Should the renter cancel, the district will keep the processing fee. Any special set-up requirements accomplished prior to cancellation by the renter will be billed to the renter.
 8. When applications are received by the principals, they shall coordinate the use of the facilities and properties.
 9. All fees will be paid in advance to the building principal or designee.
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10. Those wishing to use the facilities and properties on a seasonal basis but on a variable time schedule will negotiate this arrangement with the building principal or designee.

CONDITIONS AND RESPONSIBILITIES

1. Use of alcoholic beverages, controlled substances, profanity, and boisterous conduct on any school premises is prohibited. Refreshments will be restricted to appropriate, approved areas. NO SMOKING IS ALLOWED ANYWHERE ON DISTRICT PREMISES. Weapons, lewd displays, discriminatory, or criminal conduct are prohibited on school premises.
2. Applicants are required to remove, at their expense, materials, equipment, furnishings or rubbish left after use.
3. Footwear appropriate to the surface must be worn. Gym shoes worn outside and into the gym are unacceptable.
4. Decorations or the application of material to walls or floors will not be permitted without the permission of the building principal or designee.

GENERAL GUIDELINES

1. The applicant declares that the organization does not practice discrimination of any kind.
2. Only individuals in Groups I and II shall be eligible to apply for a key/security code. The standard district application will be made to the building principal who will be responsible for issuing and ensuring the return of the key and the termination of the security code. The key/security code shall be issued only for the duration of the use and shall be turned in when the use is completed. A standard district facility and property use form will be approved prior to the key/security code being issued. Individuals in Groups III and IV will be required to have a district employee present during their use of the facilities and will be responsible for any costs incurred by the district per the attached fee schedule.
3. If individuals given a key/security code are found to allow another individual to use their key/security code or to misuse the privilege of having the key/security code in any other way, the following consequences will take place:

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- a. The individual will conference with the principal or designee. The situation will be discussed and the problem will be solved. If deemed necessary by the principal, the individual's key will be returned and their security code terminated.

- b. Such problems could result in the individual not being issued another key/security code in the future.
 - c. If key(s) should be lost, the individual is responsible for the cost of replacement of the keys and any additional costs incurred in maintaining the security of the facility.
4. To insure that appropriate security and safety measures are understood, the principal will provide each individual being issued a key/security code site specific written instructions on using the facility in the following areas: Building security, appropriate supervision of individuals during the activity, proper care (including janitorial cleanup) of the portion of the facilities and properties which are to be used, and consequences if appropriate rules are not followed. Individuals will be required to receive special face to face training before a key/security code is issued.
5. Individuals using the facility will be restricted to occupying only designated areas and will not be allowed to loiter in non-designated areas.

FEES

1. The superintendent shall establish a fee schedule applicable for use of school facilities and properties. The fee schedule shall be evaluated on a biennial basis.
2. In addition to regular fees, a special custodial fee, kitchen staff fee, and/or additional use fee may be levied depending on the nature of use and equipment needed.
3. Fees can be waived only by action of the superintendent or his/her designee.
4. Summer use of facilities and properties will require approval from the maintenance department in addition to the principal's approval.
5. Any individual who activates the alarm in a district facility more than once per calendar year will be charged \$50.00 per occurrence above and beyond the one allowed. This will be billed by and payable to the district office.

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NOTES:

Processing fee is an up-front, one-time charge. Fee will be refunded if the district cannot provide the facilities or properties.

Locker Room fee is a one-time charge.

All facilities and properties are rented as is. Any special set-up arrangements are to be billed in addition to basic fee.

Extra staff time involved in special set-up arrangements, locking/unlocking of facilities, and providing district supervision are to be billed to the user at the weighted custodial rate, approximately \$25.00 per regularly scheduled work hour and \$37.50 per "call back" hour with a minimum of two hours.

Kitchen rentals always require the presence of food service staff. Food service staff hours are to be billed to the user on a weighted hourly rate, approximately \$15.00 per hour.

Audio Visual equipment is rented only in conjunction with a facility rental.

OCEAN BEACH SCHOOL DISTRICT NO. 101

RENTAL FEE SCHEDULE

ALL LOCATIONS

GROUP I - NO PROCESS FEE; KEY DEPOSIT REQUIRED FOR THOSE NOT EMPLOYED BY OBSD

	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>
Processing Fee	\$ N/A	\$ 5.00	\$ 5.00
Key Deposit (Refunded upon Return)	\$ N/A	\$ 100.00	\$ 100.00
A. FIELDS (Daily rates)			
H.S. Football & Stadium/Restrooms	\$ 20.00	\$ 40.00	\$ 80.00
Field Lights	\$ 20.00	\$ 40.00	\$ 80.00
Locker Rooms (each)	\$ 10.00	\$ 20.00	\$ 40.00
H.S. Practice Fields	\$ 7.50	\$ 15.00	\$ 30.00
Sheldon Park	\$ 7.50	\$ 15.00	\$ 30.00
B. BUILDINGS			
Classroom			
Per Hour	\$ 4.00	\$ 4.00	\$ 16.00
Per Day	\$ 12.00	\$ 12.00	\$ 48.00
Gym			
Per Hour	\$ 4.00	\$ 4.00	\$ 16.00
Per Day	\$ 12.00	\$ 12.00	\$ 48.00
Seasonal (3 months maximum)	\$ 25.00	\$ 25.00	\$ 100.00
<ul style="list-style-type: none"> Seasonal or comprehensive activity (play & rehearsals) are an adjusted fee 			
Auditorium, plus facilities used for refreshments, with manager.			
Per Hour	\$ 14.00	\$ 20.00	\$ 50.00
Per Day	\$ 42.00	\$ 50.00	\$ 150.00
Weekend	\$ N/A	\$ 100.00	\$ 300.00
Cafeteria/Commons (when rented separately from auditorium)			
Per Hour	\$ 4.00	\$ 8.00	\$ 16.00
Per Day	\$ 12.00	\$ 24.00	\$ 48.00
Kitchen (old high school) requires presence of Food Service staff for all groups.			
Per Hour	\$ 5.00	\$ 10.00	\$ 16.00
Per Day	\$ 12.00	\$ 24.00	\$ 48.00
Kitchen (IMHS, OPE, LBE) requires presence of Food Service staff for groups II and III, unless kitchen is used only for set-up of pre-prepared food.			
Per Hour	\$ 5.00	\$ 10.00	\$ 16.00
Per Day	\$ 12.00	\$ 24.00	\$ 48.00

