

## **USE OF FACILITIES FORMS, FEE SCHEDULE, AND SUPERVISOR**

### **Building Use Policy – Administrative Rules**

Mission Statement: It is the goal of the Cherokee Community School District to make school buildings, sites, and equipment available to the community when they are used to promote cultural, educational, civic, community, or recreational purposes.

### **USER GROUP CLASSIFICATION GROUPS**

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order below, should be followed for the use of all facilities.

#### **Class 1: School Related Activities**

All activities directly related to school such as music events, athletic events, school productions, activity gatherings, staff meetings, etc.

#### **Class 2: Public Agencies**

Activities sponsored by municipal parks and recreation departments, human services, county, state and federal meetings, elections and activities. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

#### **Class 3: Youth organizations**

District nonprofit, tax exempt, nonreligious, chartered youth groups sponsoring youth activities during their regular program season or year (Boy Scouts, Girl Scouts, 4-H). A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

Organized youth sports not open to all who wish to participate, adult league sports, and instructional classes sponsored by public agencies for which the participant pays a fee shall be a Class 6 activity.

#### **Class 4: Nonprofit, private, Civic and Service Groups**

District nonprofit groups will be considered as groups whose activities are open to the public when no admission is charged, or if a charge is made, the net proceeds go entirely to charitable or district purposes. For purposes of determining nonprofit organizations, a tax exempt identification number may be required. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

#### **Class 5: Nonprofit Group Offering Educational and Recreational Activities**

Youth camps, if no salary is paid to camp staff and the cost of the camp is only to cover actual expenses. If the camp does not meet these criteria, it will be considered profit-making (Class 6). Church youth and family recreational activities, (excluding church services and religious activities) if no salary is paid to activity staff and a charge for the activity only cover actual expenses. If the activity does not meet these criteria, it will be classified as Class 6. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

#### **Class 6: Private Interest or Profit-Making Groups and Organizations**

Out-of-district youth or adult groups, private interest groups, profit making activities, church services religious classes and activities, and private parties. The user will be assessed necessary charges for actual expenses and facility supervision personnel. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

The following fee schedule shall apply for facility use:

**Class 1: No Charge**

**Class 2, Class 3, Class 4, Class 5**

Rental of gym, auditorium, commons, classrooms:

\*Cost of one trained supervisor      \$25/hour

\*\*Rental of kitchens:

    With 1 cook – weeknights \$25/hour

    With 1 cook – Weekends & Holidays \$30/hour

Hours begin as soon as the school supervisor arrives and continues until that person leaves following completion of the activity.

**Class 6:**

Rental of gym, auditorium, commons, classrooms:

\*Cost of one trained supervision      \$25/hour

Utility Fee                                      \$10/hour

\*\*Rental of kitchens:

    With 1 cook – weeknights \$25/hour

    With 1 cook – Weekends & Holidays \$30/hour

Hours begin as soon as the school supervisor arrives and continues until that person leaves following completion of the activity.

\*A member of the organization using the facilities may appoint a person from its group to serve as the Trained Facility Supervisor.

\*\*Organizations renting school kitchens are required to hire a member of the District's food service staff to operate equipment and supervise food preparation, service, and clean up. Food brought into food preparation and service areas is subject to inspection. These rules are necessary for safety and to curb possible contamination of food served to students.

Trained Facility Supervisor

Instructions:

- Keys are to be checked out from the building office – 8:00 a.m. and 4:00 p.m.
- Keys, checklist, and sign in sheet need to be returned to the building office on the next school day following the event for which they were used.
- Keys may not be loaned to any other person or group.
- The attached list of rules must be followed.
- Supervise the entire activity. Be visible and accessible.
- Report to the building principal any problems with a group or individual participants.
- Periodically check restrooms and surrounding hallways.
- Only persons associated with the approved event are permitted in the building.
- If there is damage done, please report it on the checklist.
- If there is a facility problem or an emergency that requires immediate attention call maintenance at 229-1557. If not available call the appropriate building principal: WHS 229-1525, CMS 229-7491, RES 229-3684.
- Make an inspection of the facility after the event is completed. Unless other arrangements have been made, the group using the facilities is responsible for cleanup, storing of equipment, and making sure the facility is left in the same condition as when the group arrived.
- Make sure equipment is stored, lights turned off, and the building is secure before leaving.
- Report incidents of personal injury on the checklist. Explain the nature of the injury and actions taken following the injury.
- Be sure personal and confidential materials of school employees are protected.
- Additional instructions may be necessary for specific events.

It is the goal of the Cherokee Schools to allow facilities to be used for educational, recreational, and civic purposes. Your Cherokee Schools are happy to make facilities open to our citizens and only ask for a few simple considerations. Please treat your facilities with respect and leave the facilities in the same condition in which you found them.

Guidelines for Facility Use:

- Use of alcohol and tobacco products in school buildings or on school grounds is prohibited.
- Children who come with their parents to events must be supervised by parents and remain in the same room with parents at all times.
- Set up and storing of equipment are the responsibilities of the group using the facilities. In cases of sensitive equipment, the District may require set up by a school employee.
- Participants are to remain in the area designated for their specific activity, do not attempt to enter other parts of the building.
- Participants may be required to sign in.
- Gym Guidelines:
  - No street shoes on gym floor. Participants must change into gym shoes that are clean and dry.
  - No slam dunking, hanging on baskets, or grasping the rim.
  - No food or drink in the gym.
  - Equipment must remain in the gym – no basketballs, volleyballs, etc. in hallways.
- Special rules may apply for specific events.
- Rules subject to change without notice.

Building Use Checklist – School Employee or Trained Facility Supervisor

Please sign and return completed checklist on the school day following use of the building.

Group or Organization Using Facilities \_\_\_\_\_

Date of Usage \_\_\_\_\_

Duration of Activity: Starting time \_\_\_\_\_ AM/PM to ending time \_\_\_\_\_ AM/PM

Please complete at conclusion of building use:

- \_\_\_\_\_ Equipment stored
- \_\_\_\_\_ Restrooms checked
- \_\_\_\_\_ Locker rooms checked
- \_\_\_\_\_ Lights turned out
- \_\_\_\_\_ Restrooms \_\_\_\_\_
- \_\_\_\_\_ Hallways \_\_\_\_\_
- \_\_\_\_\_ Area of use \_\_\_\_\_
- \_\_\_\_\_ Doors locked

Injuries? (Person injured, How Occurred, Action taken):

Damage to equipment or facilities? (Please explain):

Problems with equipment or facility? (Please explain):

Supervisor comments:

I have read the rules of building use and enforced them according to the requirements of the Cherokee Community School District Board of Education.

\_\_\_\_\_  
Signature of Trained Facility Supervisor or School Employee

\_\_\_\_\_  
Date