

Provisions For Renting and Rental Fees
For School Facilities

AR-1345.1

The following is a list of general provisions that will be observed in the renting of school facilities:

- I. The schoolhouse and its facilities are available at no charge for use by local staff and student organizations. Student organizations must be sponsored by a certified staff member or an approved sponsor. The facilities shall also be available at no charge to such nonsectarian and nonpolitical groups as boy scouts, girl scouts, local 4-H clubs, and similar youth groups. These local groups must be comprised primarily of youth residing within the boundaries of Gage County School District No. 34. All groups using or renting school facilities shall observe the following provisions:
 - A. Permission is obtained from the superintendent (or his designee) of schools in advance of the use date.
 - B. Each organization must have an adult sponsor present and willing to assume overseeing the activity.
 - C. The activity must not interfere with scheduled school functions.
 - D. The group must provide its own set-up and clean-up crew.
- II. The use of the school facilities shall be limited to meetings open to the public. Meetings may not be secret, closed, or exclusive.
- III. When renting school facilities attention shall be given to the number of people participating or attending. Attendance should not exceed the fire marshal's recommended capacity.
- IV. Buildings and facilities may be made available to citizen groups for fund raising purposes at a rental fee that will be set by the board of education.
- V. School buildings and grounds are not available for the promotion of partisan politics or individual candidates for political offices, for public or commercial dances, or roller skating.
- VI. Any organization using any school facility shall designate one member of its group as the person in charge of and responsible for the activity. This person shall be held accountable for any problems arising from the use of a facility.

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The following is a list of specific provisions that will be observed by individuals or organizations when renting or using school facilities:

I. Guidelines For Gymnasium Supervision

- A. The date and time limit of the activity must be cleared with the superintendent of schools (or his designee).
- B. Arrangements to enter the facility will be made with administration.
- C. Keys will not be given to outside groups or individuals.
- D. The sponsor(s) of the activity shall properly supervise all persons in the building.
- E. The sponsor(s) shall be responsible for building security during the activity.
- F. The sponsor(s) are liable for any damage to the building or equipment during the use of the facility. See AR-1345.3, Wearing Suitable Clothing in Gymnasiums.
- G. All participants will wear appropriate gym shoes on the gym floor.
- H. Only the gym and showers will be used.
- I. The sponsor(s) will furnish all equipment except that approved by the activity director or the superintendent of schools.
- J. The sponsor(s) will insure that the showers and lights are turned off and all doors are locked when the activity is completed.
- K. Smoking will not be permitted in the buildings. Refer to Policy 4065, Tobacco Use Prohibited.
- L. There will be no use of alcoholic beverages, illegal drugs, or gambling on the premises.
- M. The school administration should be informed of any problems that may occur.

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- N. The person requesting the rental of the facility shall assume full liability resulting from any damage which may occur.

- O. The use of school facilities shall be denied if it appears that the function may damage the floors or the building.

- P. The rental of the school facilities shall be denied if the sole purpose for rental is for the monetary gain of individual or sponsoring group.

