

School facilities are intended, primarily, for school purposes. Therefore, school groups shall have priority over outside groups. This may result in cancellations. In such instances, the school will attempt to give adequate notice when cancellations become necessary.

Since the schools belong to the people of the School District, and since School District facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities that do not interfere with school.

Beginning with the adoption of this policy change (11/17/2014), all existing groups or activities will continue with the previous fee schedule. Supervisory fees will apply to all groups.

1. A responsible person in charge of the activity shall be named and this person must be present and in control of the activity and of those participating in the activity during the entire time the facility is in use.
2. The building is to be used only for the purposes stated in the permission form.
3. When deemed necessary by the principal, aquatic director or food service supervisor a qualified district personnel and/or a custodian may be assigned for the time of building use. The group or individual granted permission to use the building will be responsible for the cost of a janitor and/or supervisor.
4. Permission for overnight use of school facilities may be granted to groups who apply and 1) receive permission from the building principal and 2) make a fifty dollar (\$50.00) refundable security deposit to cover damage and/or clean-up costs as needed.
5. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by a qualified personnel.
6. Organizations wishing to bring unusual equipment, materials, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board.
7. Kitchen equipment is not to be used without prior authorization of the food service supervisor and building principal. Qualified or knowledgeable District personnel will be required to be present, and, the costs of this service will be added to the regular fee. Food Service Supervisor will verify kitchen staffing if applicable.
8. Being in parts of the building not signed out, inappropriate behavior, or not following rules set by the School District shall be grounds for immediate cancellation or denial of permission to use the building in the future.
9. Normally, school facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day.
10. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applications will hold the Board harmless from the claims arising out of the school buildings or grounds, for the function being sponsored, on the specified date or dates.

11. Prior to use of school facilities, the applicant should review the use requirements with the building principal. The applicants who request the pool or kitchen facility must first review the requirements with the aquatic director or food service supervisor.

**Limitations of Use:**

1. The Board has the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the Board deems it necessary in the public interest.
2. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
3. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of sex, age, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap.
3. No school facility, building or grounds will be used for unlawful purposes.
4. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission from a building principal.
5. Illegal activity will not be permitted on District property at any time.
6. Alcoholic beverages and prepared food items may on be provided by a licensed and insured vendor. This provision is specific to the District property specified in the facility use permit.

**Special Considerations:**

All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the Board, the permit is subject to immediate cancellation. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

**Procedures for Requesting Use of School Facilities:**

1. Responsible individuals or community groups requesting the use of a school facility should obtain an Application for Use of Facilities Form from the requested building office personnel. There is a separate application form for use of the high school kitchen and the pool, both available at the high school office. The building principal or designee should assure that the conditions of the School Board Policy are met. The appropriate section of this form should be completed by the requestor.
2. The completed Application for Use of Facilities will be submitted to the Aquatic Director, for pool use, Food Service Supervisor, for kitchen use, and then the building principal. All other requested facilities will be submitted to that facilities building principal. The form will be submitted to the District office where the Finance Manager will assign a fee if required and the final signature will be by the District Superintendent. Phillips Elementary School or Phillips High School/Middle School Office Personnel will update the building calendar. Copies of the completed and approved forms will be distributed to the requestor, food service supervisor, aquatic director, custodial staff, designated building principal and the District Office. (As per requested facility)
3. User agrees to pay and be responsible for any harm or damage to District's property caused by User, its agents, employees, or guests.
4. User agrees to indemnify and save District harmless from any and all claims by, or on behalf of, any persons or firms pursuant to the within activity or arising out of User's use of

district property pursuant to this agreement. User further agrees to indemnify the District for any attorney fees or other expenses incurred by the District in defending any claims arising out of or during the course of User's use of district property pursuant to this agreement.

5. User may be required to obtain a policy or policies of liability insurance, naming the District as an additional insured. Evidence of such insurance shall be furnished to the District prior to the time and date of use. User agrees and understands that District insurances do not cover User, its activities or its property, or any of User's agents, employees or guests (this paragraph is not applicable if the event or activity is a District sponsored event or activity).
6. If necessary, the School District will bill all requestors and payment will be submitted to the District office.
7. It is the responsibility of the building principal to assure that all requested equipment and services are provided and that requested facilities are available.

**Fees:**

1. If it determined that lifeguards, janitorial services and/or kitchen supervisor are specifically required or if special arrangements are required such as for banquets, etc., a lifeguard/janitorial/supervisor service charge shall be made at a rate determined by the administration, including the requirement of the janitor's/supervisor's presence in the building. The lifeguard, janitorial/supervisor fee shall be paid to the District office.
2. Where the regulations require a charge for building use, the per use fee, plus the charge for technology, lifeguard, janitor services or kitchen supervisor shall be as follows:

<u>PHILLIPS MIDDLE/HIGH SCHOOL</u>	
Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$100.00/per day
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

<u>PHILLIPS ELEMENTARY SCHOOL</u>	
Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 25.00/per day
IMC	\$ 50.00
Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

PHILLIPS COMMUNITY POOL  
 \$35/hour with 1 ½ hours minimum  
 plus the cost of lifeguards

LOGGER CAMP                      \$ 50.00/All facilities

DISTRICT OFFICE/EARLY LEARNING CENTER  
 Gym                      \$100.00  
 Commons                \$ 50.00

OUTDOOR EDUCATION CENTER: \$200.00 and/or deposit formula yet to be determined

Technology, janitorial and supervisory fees will be determined annually by the district office based on wages.

The School District of Phillips shall not discriminate in the allocation of its facilities on the basis of sex, age, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

*Approved 08/14/90; Revised 05/11/93; 01/11/94; 05/17/99; 05/17/04; 04/21/08; 11/17/14, 01/16/23, 5/15/2023*