

The St. Maries Joint School District No. 41 Board of Trustees intends for community residents to have the benefit of the use of school facilities insofar as is feasible without interfering with the regular school program or school-related activities. Such use must be limited to activities approved under state law. Activities will be permitted which are educational, cultural, social, recreational, or civic in nature and which are non-sectarian, non-political and non-exclusive, and which are primarily for the benefit of community residents.

Permission to use the high school gym, with or without charge, during assigned hours may be granted (under the conditions set forth by Board Policy) by the Superintendent upon written request. Requests for use which are not covered under this Policy may be submitted to the Superintendent and the Board for individual consideration.

### **ELIGIBLE ORGANIZATIONS**

An organization whose membership is comprised of fifty (50%) percent or greater of District residents may apply to use the high school gym for activities that are permitted under state law. Such groups must have a membership of ten (10) or more persons.

### **APPLICATIONS AND RESERVATIONS**

Application for reservations must be submitted in writing on forms available in the Office of the Superintendent or his or her designee. The Superintendent or designee will approve or deny application.

### **SCHEDULING OF FACILITIES**

The Superintendent or designee will schedule the use of the high school gym to ensure that economical and efficient use is made of the time and space available. The right to revoke a permit at any time is reserved by the school authorities. The high school gym will not be available for public use on Sundays or during school vacations. (Exception would be already established users and school-sponsored educational and activity programs.)

### **CONDITIONS FOR USE**

The regulations include a schedule of fees to cover the cost, if any, to the District for non-school activities in the high school gym. The Board authorizes the Superintendent or designee to make interim changes in the regulations on an emergency basis, giving notice to the Board at its next regular meeting. Permanent changes in the regulations must be approved by the Board.

**REQUIREMENTS**

1. No firm approval for community use of the high school gym will be made until the needs of the District are known.
2. All permits will be issued for specified hours, at the conclusion of which time the organization must be out of the high school gym.
3. If attendance at the activity or meeting of the requesting organization falls below eight (8) attendees for two (2) successive meetings, the reservations for that organization may be canceled.
4. All users of the high school gym are required to have District-approved supervision on duty during the approved time of use. Maintenance personnel may also be required, depending upon the circumstances. The cost will be Ten Dollars (\$10.00) an hour with a minimum of at least Twenty Dollars (\$20.00), and not to exceed Fifty Dollars (\$50.00) a day.
5. All users must submit a damage deposit in the sum of One Hundred Dollars (\$100.00) a day. Upon culmination of the usage period, and inspection by the Superintendent or his or her designee, the deposit shall be refunded. If damage occurs to the building, the Superintendent or designee will determine the cost of damage and submit a bill to the user(s).
6. Sponsoring organizations or associations using the facilities will be given an estimated cost by the Superintendent or his or her designee prior to the use of the facilities, based on the organization's estimate of the time the facilities will be used. Following the event, the organization or association will be sent a bill by the Superintendent or his or her designee.
7. Fees for other building spaces are available upon request. A minimum of a two-hour fee will be charged.
8. If additional custodial or other school staff help is required to service the reservation beyond the normal working schedule of the staff, such additional service will be charged the current pay rate for the supervising employee.
9. The high school gym will be examined carefully after each use and applicant must agree to pay for any loss or damage which may result from such use.
10. Nothing may be sold, given, exhibited, or displayed unless special permission is granted by the Superintendent. There will be no bingo, selling of chances, gambling

- of any kind, or use of intoxicating beverages or illegal drugs at any time on the school premises.
11. When payment is required, it will be submitted by check or money order drawn to the order of St. Maries Joint School District No. 41 and mailed or submitted to the District Office. School employees are not permitted to accept gratuities in lieu of payment for services rendered.
  12. The right to revoke a permit at any time is reserved by the school authorities. Permits are not transferable and are restricted to the specified purposes for which they are issued.
  13. Smoking is not permitted in any school buildings or on school grounds.
  14. Any accident which occurs on school property must be immediately reported to the supervisor in charge of the building.
  15. Users utilizing the high school gym must list specifically the items of equipment which they wish to use. The principal will determine in accordance with Board policies, what equipment may be used and under what conditions.
  16. When a user finds it necessary to cancel an evening activity, the Superintendent or designee should be notified twenty-four (24) hours in advance. It will be the obligation of the user's adult representative to notify participants of such cancellation. In the event a performance is cancelled, the fee will be returned if notice is given twenty-four (24) hours in advance so that the District does not suffer a monetary loss.
  17. All evening meetings must end at or before 10:00 p.m. unless exception to these rules is approved by the Superintendent or designee. Each half-hour or fraction thereof, after 10:00 p.m., will be charged in accordance with the fee schedule of these regulations.
  18. The Superintendent may request the following information when an application is submitted:
    - A. A copy of the Constitution of the organization
    - B. A copy of the By Laws currently in effect for the organization
    - C. Names of officers for the organization
    - D. List of organization members

**STUDENTS**

When a student club or other organization is engaged in an activity which results in financial receipts and for which additional custodial help is needed beyond that which is ordinarily provided, the general organization of the school shall be billed for the additional custodial service at the current custodial pay rate at that time.

**INSURANCE COVERAGE**

Any organization or group that has been granted permission to use the high school gym or grounds must be fully responsible for any damages to school property. All groups, except the Board of Trustees, the school administration, recognized employee associations, Parents Teachers Associations, scouting groups, and school-sponsored clubs, are required to obtain their own comprehensive general liability policy including the District as a named insurer in the following amounts:

1. Minimum limit of liability coverage of \$500,000 per occurrence.
2. The Certificate of Insurance must also evidence coverage in the form of Blanket Contractual Coverage or name the School District as an additional Insured.

The District reserves the right to demand such coverage of any group under any conditions, including those mentioned above and may require a certificate of insurance or a special guarantee or bond against loss.

The signature on the bottom of the reservation application is acknowledgment by the organization that it recognizes the conditions of this Policy and that the using organization will not hold the District or its employees responsible for personal liability.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted: 04/09/1990  
Reviewed: 12/04/2008