

## FACILITY USE AGREEMENT

- A. All requests for use of school facilities shall be submitted on the form provided by the Danbury Local Schools. These forms are available in the office of the Athletic Director, on our web page or the Central office. The completed forms will be returned to these offices for approval or rejection.
- B. A copy shall be sent to the Board office after completion of the activity. Time slips for any school personnel used will be attached to that copy for billing purposes.
- C. The person who represents the user, and the using organization, shall be held responsible for enforcing all rules and regulations under which the permit is granted, payment for any damages to school property occurring during the time of usage, and for payment of all financial obligations which may incur as a result of granting the permit.
- D. The organization shall make its check to Treasurer, Danbury Local Schools.
- E. Appropriate elected officials, and the Red Cross, shall be informed that schools are available for use, as needed, during community emergencies and a current listing of school personnel to be contacted for this purpose will be supplied.
- F. The Board of Education, and administration, must have free access to all rooms and activities at all times.
- G. An employee of the school district must be on duty whenever school facilities are used by an organization or group.
- H. When school is closed due to snow or calamity, the superintendent will determine whether activities scheduled for that day will be canceled or postponed.
- I. Private individuals or family affairs will be limited to events for school age children.
- J. It is the responsibility of the renting group to return the area used to its original condition following the activity except for cleaning, which would be handled as a part of normal custodial duties.
- K. The custodian shall let the person in charge of the activity know what area of the building they will be working in, in case they are needed.
- L. The custodian on duty shall be notified at the start and finish of the activity.
- M. Smoking shall not be permitted in any section of the school building. There shall be no alcoholic beverages or controlled substances of any kind brought to or consumed in the school building or on school grounds.
- N. It may be necessary for organizations to employ security personnel for certain types of programs. School administrators will determine the need for security personnel.
- O. All safety, health, fire, and police codes are to be followed.

- P. A copy of the regulations applying to building and grounds usage will be given to each group desiring to use facilities at the time of application.
- Q. All concessions will be run in accordance to district policies, procedures, and agreements.
- R. The Board of Education reserves the right to refuse rental to any group or activity.

#### SCHEDULE OF CHARGES

##### Non Paid Admission Charges

- If event is scheduled during regular working hours of a custodian, there will be no custodial charges assessed.
- Exact applicable wages and benefits apply when needed.

##### Paid Admission Charges

- Rental for paid admission charges will be \$30.00 per hour. All fees are subject to a two hour minimum charge

##### Swimming Pool

- A certificated lifeguard must be on duty at all times of pool usage.
- All groups and organizations may rent the pool at the established hourly rate. All organizations that have been deemed exempt from any rental fee, must pay the lifeguard fee.

File: FM – R

## CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

This procedure is established to implement the Board of Education policy governing use of school facilities. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than the regular curricula programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

### Fee Arrangements and Priorities

#### **A. Category 1: Student Groups**

Student groups are defined as extra-curricular programs or activities and programs or activities of student initiated non school sponsored clubs and organizations.

##### Fees for Category 1

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set up, use and clean up, and special services ( security), associated with major district wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

#### **B. Category 2: Community Groups Affiliated with the Schools**

Community groups affiliated with the schools include local organizations who have a direct connection to and directly support the district, booster clubs such as the PTCO. They will be granted second priority to available space and facilities.

##### Fees for Category 2

( Same as Category 1)

File: FM – R

**C. Category 3: Community Nonprofit Groups**

Community nonprofit groups are defined as governmental agencies and groups primarily comprised of district residents which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Fees for Category 3  
( Same as Category 1)

**D. Category 4: Private, Non Profit Groups**

Private, nonprofit groups, defined as those primarily comprised of district residents who are requesting solitary, occasional, or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals will be assigned fourth priority of available of spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities such as varsity fields, music rooms, and computer rooms will not be granted to Category 4 users.

Fees for Category 4  
( Same as Category 1)

**E. Category 5: Commercial Users**

Commercial users, defined as private, for profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level 5 priority will be assigned.

Fees for Category 5

Where extraordinary user requirements or services are indicated or requests are made for pool or varsity athletic fields, permits will not be granted to Category 5 users. Fees for Category are listed below. Extraordinary activities, defined as those requiring prolonged set up, use and clean up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved

Gymnasium - \$25.00 per hour	Cafeteria - \$25.00 per hour
Classroom - \$20.00 per hour	Auditorium - \$25.00 per hour
Library - \$20.00 per hour	Kitchen facilities - \$25.00 per hour
Pool - \$25.00 per hour	

In computing fees, the total shall be a combination of all services required and facilities used.

**FACILITY USE AGREEMENT**

Name of Group or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**( School Functions Take First Priority When Scheduling)**

**Dates and Times Requested**

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Type and Purpose of Activity: \_\_\_\_\_  
\_\_\_\_\_

Admission Charged: Yes No      Donation Requested: Yes No

Equipment Requested: \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\*\* My signature indicates that I have read, understand, and agree to abide by the rules set forth in the Community Use of School Facilities Policy.

-----  
Office Use Only

Custodian \_\_\_\_\_ hrs. @ \_\_\_\_\_/hr. = \_\_\_\_\_

Usage Fees \_\_\_\_\_ hrs. @ \_\_\_\_\_/ hr = \_\_\_\_\_

Total: \_\_\_\_\_

Treasurers Signature: \_\_\_\_\_

