

KG Use of School Facilities and Equipment

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The policy of the board shall be to encourage the utilization of school buildings and school grounds by nonprofit organizations or other tax-supported educational institutions. Such use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity. District building facilities shall not be used on Sunday except by special permission granted by the superintendent.

All school related activities will have priority in facility usage. Other schedules will be done on a first come first serve beginning with the start of school. It may be necessary to reschedule outside groups to provide accommodation for re-scheduled school event.

Fee and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds: fees and/or rental charges will cover costs of wages of school personnel involved. The fee and/or rental charges shall be approved by the board as per the "Facility Rental Schedule" and shall be reviewed annually.

Lease Arrangement

Any lease arrangement shall have board approval.

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Equipment

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

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Types of Categories Authorized to Use School Facilities

The following categories are designated for following the "Facility Rental Schedule." Additional charges may be incurred for custodial services and utilities. School related organizations such as PTO and LEA will not be required to pay a rental charge.

Category A Group

Commercial Enterprises/Outside Community - Charged admissions and all other fundraising groups. All organizations existing outside of the school district are considered Type A.

Security/Damage Deposit and Rental Charges are Required.

Category B Group

Civic Clubs, Governmental Agencies, Community Groups and Associations, and Churches. Rental fee shall be on a break-even basis and shall include overtime pay for custodians and a charge for wear and tear.

Security/Damage Deposit and Rental Charges are Required.

Category C Group

Participation in the organization includes USD 469 students and the purpose of the activity is to enhance currently existing USD 469 programs. Rosters of participants may be requested to verify USD 469 student participation.

Security/Damage Deposit and Rental Charges are Not Required.

Athletic Teams – An adult team must be sponsored by and have on file, a rental agreement signed by a representative of a community organization or business. A student team must be sponsored by an adult coach or supervisor approved by a district administrator. The coach or sponsor will be required to sign a rental agreement stating they will be financially responsible for the rental charge and any damage which may occur.

GENERAL GUIDLINES

1. A completed Request for Use of School Facilities Form must be submitted to the Unified School District #469 District Office at least 10 days prior to the requested use date.
2. The requestor must notify the District Office Scheduling Coordinator of a cancellation at least 48 hours prior to the scheduled event. Otherwise, charges will be assessed.
3. User fees are based on the type of facility requested services required and organization category. Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance.
4. Additional custodial charges may be applied by the District for extra clean up, set up, or labor associated with facility use.
5. Custodians have the right to refuse the performance of additional duties not originally identified by the user, if the custodian has a physical limitation that prohibits the performance of that task.
6. Additional field markings will be assessed a separate fee based on time and materials.
7. In the event of a late arrival or “no show”, all assigned Lansing Public School staff will wait one hour before vacating the premises. The user will be charged a minimum of 2 hours per staff assigned and other related costs.
8. The use of alcoholic beverages or tobacco products is not permitted in any Lansing Public School District facility.
9. Food and beverages (including bottled water) are not allowed in the auditoriums.
10. The use of open flames is not permitted in any Lansing School District Facility. There may be limited exception based on individual city permit.
11. The authorized user is responsible for the appropriate behavior of his/her/group during scheduled events.
12. No outdoor sports, such as baseball, football, softball, roller hockey, or soccer are allowed inside buildings.
13. The user must confine their group to the rooms and corridors assigned for their use and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the user.
14. Users must abide by all traffic rules posted on District property.
15. Facilities may be used during spring, summer and winter breaks pending custodial availability. Facilities will not be rented on District recognized holidays which include: New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Martin Luther King Day, and President’s Day.
16. Winter Break and Spring Break may require custodial services.
17. All signs or banners advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of any signs which have not been approved by the District.
18. Failure to pay fees or comply with District guidelines may result in the denial of future use.
19. The Facility Usage Confirmation is non-transferable. Facilities may not be sublet.
20. School facilities shall be used for dances only by public school groups and parent-teacher associations.

21. The use of the facility by an outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of any school equipment is specifically prohibited unless prior approval has been granted. If, the school rents or furnishes any equipment technically difficult to operate, someone connected with the school and who has knowledge of such equipment must operate it. Such services will be charged to the user group. School pianos will not be moved without prior notice.
22. Any enterprise, function, or activity which promotes any commercial product or results in commercial gain for any business enterprise will not be allowed to rent space.
23. Supervision must be provided to the area in which children are located. The organization will also be responsible for controlling access to the building and limiting access to only those persons that are part of the organization and to only the space rented.
24. The District does not discriminate against individuals, including its employees, on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities. The District complies with all applicable laws and regulations prohibiting such discriminations and expects the authorized user to comply with these laws and regulations as well.

A. Billing

You will receive an invoice the month following your LAST use date. Payment is due upon receipt of the invoice. Failure to pay the invoice within 30 days may result in denial of future use and/or other collection procedures. As requestor, you are responsible for payment.

B. Custodial

If custodial fees are required, they will be billed at the rate on the facility fee schedule. Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance. Additional custodial charges may be applied by the District for extra clean up, set up, or labor associated with the facility use.

C. Kitchen Use

If food service employees are required, they will be billed at the rate on the facility fee schedule. Renters requiring kitchen use must contact the Food Service Coordinator to make arrangements for their event.

D. Liability/Insurance

Users will be responsible for and will be required to reimburse the school district for any damage to school district property as a result of using school facilities. The school district will not assume any liability for injury to persons which occurs on school district premises; and will not be responsible for personal property lost or damaged on school premises. A certificate of insurance evidencing a minimum of \$1,000,000 liability insurance and naming Unified School District #469 as an additional insured will be required of users. If your

insurance specifies “Damage to Rented Premises” you must show \$500,000 for each occurrence.

If food is prepared or served on school district premises, a certificate of insurance can be issued by the user or the caterer.

E. PTA/PTO’s and Booster Clubs are required to provide liability insurance.

F. Weather

In the event that school is canceled for a full day due to inclement weather, all uses are canceled. In addition, if the school closing date is a Friday, the permits on Saturday may be canceled. Parking lots are not cleared of snow and ice specifically for facility rental events. If such need arises, a list of approved vendors can be obtained from the district and the cost for removal will be incurred by the permit holder.

In case if inclement weather, the user will be responsible for all custodial charges associated with the snow/removal and extra custodial labor associated with cleaning of floors at conclusion of event.

UNIFIED SCHOOL DISTRICT #469
REQUEST FOR FACILITY USE AGREEMENT

Please complete the form and submit to the Lansing USD 469 District Office at 200 E. Mary Street, Lansing, KS 66043. This request is subject to the conditions stated in the General Guidelines for Facility Use. **All requests must be submitted at least 10 days prior to the requested date.**

Applicant/Organization Name: _____

Applicant/Organization Address: _____

Phone No. _____ Current Date _____

Activity _____ Expected Attendance # _____

Will food be served: ____ Yes ____ No Will the kitchen be needed: ____ Yes ____ No

Will WiFi access be needed: ____ Yes ____ No

1st Choice

2nd Choice

Building Desired _____ Building Desired _____

Room / Field _____ Room / Field _____

Date(s) _____ Date(s) _____

Time: Start _____ End _____ Time: Start _____ End _____

Additional Information: _____

We request the following: Number of Chairs _____ Number of Tables _____

Number of Mic Stands _____ Number of Mics _____

Dressing Room(s) _____ Piano _____

Other Equipment _____ Monitors _____

CONTACT INFORMATION:

Supervisor of Activity: _____ Daytime Phone: _____

E-mail address: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Non-Profit ____ Yes ____ No If yes, provide EIN # or supporting documentation: _____

USE OF THE DISTRICT AUDITORIUM AND LANSING HIGH SCHOOL AUDITORIUM

DISTRICT AUDITORIUM: _____ HIGH SCHOOL AUDITORIUM: _____

When do you wish to set up?

Weekday(s): _____ Date(s): _____

Beginning Time: _____ AM PM Ending Time: _____ AM PM

Give us your planned rehearsal schedule. If appropriate (this is part of the reservation request)

Date	Beginning Time	Ending Time	Location Notes/Comments

USE OF THE DISTRICT SWIMMING POOL

Purpose of rental:

Total Number of People in Attendance (adults/children) _____

Give us your planned schedule. If appropriate (this is part of the reservation request)

Date	Beginning Time	Ending Time	Location Notes/Comments

A MINIMUM OF TWO CERTIFIED LIFEGUARDS ARE REQUIRED FOR EACH POOL EVENT FOR APPROXIMATELY EVERY FORTY SWIMMERS. A COPY OF THE LIFEGUARD'S CURRENT CERTIFICATION MUST BE PROVIDED TO THE FACILITY SCHEDULING OFFICE.

REQUEST FOR USE OF SCHOOL FACILITIES

OFFICIAL USE ONLY

Date Approved: _____ District Administrator or Designee: _____

Fees: USD 469 will assign fees to applicants based on the type of the group

_____ Category A Group - Commercial Enterprises/Outside Community (using facilities for promotion, sales or profit)

_____ Category B Group – Non-Commercial Users (rental fee shall be on a break-even basis and shall include overtime pay for custodians and a charge for wear and tear)

_____ Category C Group – School Related Organizations/City and Community Users (no rental fee except when the building is used more than 12 hours per month outside regular custodian duty hours, in which event the overtime rate of pay for custodians may be charged)

SUMMARY OF FEES:

Rental Fee: \$ _____ X Hours _____ = \$ _____

Labor Fee: \$ _____ X Hours _____ = \$ _____

Equipment Fee: \$ _____ X Hours _____ = \$ _____

TOTAL FEES CHARGED \$ _____

IF SCHOOL IS CANCELED, EVENTS WILL BE CANCELED

A \$100.00 RENTAL DEPOSIT WILL BE REQUIRED AT THE TIME OF SUBMISSIONS TO GUARANTEE YOUR USE OF THE FACILITIES. DATE PAID: _____

LIABILITY INSURANCE CERTIFICATE _____ Yes _____ No

Note: The above named group, person, or organization agrees to indemnify and hold harmless Unified School District #469, its officers, agents, servants and employees from any and all liability of whatever kind of nature resulting from damage or injury to any person or property which occurs while such person, group, or organization is occupying or using school facilities or property. The Unified School District #469 will require organizations to provide proof of liability insurance coverage evidencing a minimum of \$1,000,000 and naming Lansing Unified School District #469 as an additional insured.

I have read the Use of Facilities Agreement and Rules and Regulations and agree to their compliance.

Signature of Person Making Request

Printed Signature

Organization

Address

Phone No.

**Lansing Unified School District 469
Facility Usage Fees
(Effective 8/14/17)**

INTERIOR FACILITY FEES PER HOUR	FACILITY FEE
Classrooms	\$12.00/hr.
Commons – ES	\$20.00/hr.
Commons – MS	\$20.00/hr.
Commons – HS	\$20.00 hr.
Commons – Ida Street	\$20.00/hr.
Gyms	\$35.00/hr.
Meeting Rooms	\$20/00 hr.
HS Pride Rock Room	\$35.00/hr.
District Auditorium	\$50.00/hr.
High School Auditorium	\$50.00/hr.
Wrestling Room	\$25.00/hr.
Pool	\$30.00/hr.

EXTERIOR FACILITY FEES PER HOUR	FACILITY FEE
Baseball Competition Field (Olive St.)	\$20.00/hr.
Baseball Practice Field – HS	\$10.00/hr.
Softball Competition Field – HS	\$20.00/hr.
Softball Practice Field – HS	\$10.00/hr.
Soccer Competition Stadium – HS	\$20.00/hr.
Soccer Practice Field – Ida St.	\$10.00/hr.
Soccer Practice Field – Ida St.	\$10.00/hr.
Football Competition Stadium – HS	\$50.00/hr.
Football Practice Field – HS	\$10.00/hr.
Football Field – MS	\$35.00/hr.
Football/Soccer Practice Field – MS (East)	\$10.00/hr.
Football/Soccer Practice Field – MS (North)	\$10.00/hr.
Football Field– Ida Street	\$25.00/hr.
Football Practice Field – (Ida St. – Small)	\$10.00/hr.
Track – HS	\$15.00/hr.
Track – MS	\$15.00/hr.
Track – Ida St.	\$15.00/hr.
Tennis Courts – HS	\$15.00/hr. (per court)
Tennis Courts – MS	\$15.00/hr. (per court)

LABOR FEES PER HOUR	
Custodial	\$20.00/hr.
Food Service	\$20.00/hr.
District Maintenance	\$30.00/hr.
IT Services	\$20.00/hr.

MISCELLANEOUS FEES	
Air Conditioning – District Auditorium	\$12.00/hr.

Approved: 9/10/12

Revised: 3/9/15

Revised: 8/14/17