

COMMUNITY USE OF SCHOOL FACILITIES

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CIVIC CENTERS

Public School buildings and grounds are civic centers and may be used by District residents for supervised recreational activities and meetings, subject to the requirements and restrictions set forth below. Use of school property as a civic center purposes may not interfere with any school function or purpose and is considered a “permit” for governmental immunity purposes.

Utah Code Ann. § 53A-3-413 (2015)

CIVIC CENTER USE LIMITED TO DISTRICT RESIDENTS

School buildings and grounds are only available for civic center use to organizers who are residents of the District. Requests for civic center use must be accompanied by appropriate documentation of the requester’s residence within the District.

Utah Code § 53A-3-413(4) (2015)

FEES FOR USE

The Board may set and charge a reasonable fee for the use of school property as a civic center purposes to fully compensate the District for any and all expenses incurred in that use. The fee charged may take into account increased overhead expense, including utilities, personnel, and other areas affected by use of the facilities.

Utah Code Ann. 53A-3-414(2)(c) (2015)

SPECIAL FUNCTIONS OFFICER

The Superintendent is designated as the District’s special functions officer. The special functions officer shall have charge of the grounds and shall take reasonable measures to protect school property when used for civic center purposes. The Superintendent may designate a District employee to serve as special functions officer in connection with particular uses of the facilities for civic center purposes.

Utah Code Ann § 53A-3-413(4) (2015)

Utah Code Ann. § 53-13-105(1)(b)(v) (2016)

Duties of School Principal—

The Principal, subject to approval of the Superintendent, shall allow the use of school facilities and shall also be responsible for collection of monies, notification of personnel involved (custodian, lunch manager, or technician), and the determination of free use of the building according to policy.

RENTAL OF SCHOOL FACILITIES

The rental of school facilities for other than school use shall be according to the following guidelines:

1. Application for rental will be made with the principal of the school. Application requires the signatures of the applicant, principal and Superintendent.
2. Rental rates will be determined according to the rental rate as approved by the Board of Education.
3. Payments will be collected by the Principal, recorded, and sent to the District Office with a copy of the original application.
4. Cancellations will be reported to the District Office.
5. Personnel charges will be added according to the rates listed on the rental schedule.
6. The Principal shall submit to the District a report of the use of building or grounds.
7. The Principal shall report questionable use or activity connected with rental of facilities.
8. A certificate of liability insurance is required with limits of not less than \$500,000. The District shall be named as an additional insured. (This provision (8) can only be waived in writing by the Board of Education.)
9. North Summit School District has an Indemnity Clause, exempting the district from any incurred hurt, loss, or damage. By signing the "Request For Use of School Facilities Form, the applicant is agreeing to North Summit School District's Indemnity Clause.

SUPERVISION

The principal shall be responsible for adequate supervision of the school during rental hours. Any non-school group occupying school property shall provide adult supervision adequate to maintain order and prevent the destruction of school property. Facilities shall not be available at the time of use unless the supervisor or supervisors are present as agreed. At the time of rental, arrangements shall be made for adequate supervision. School supervision shall consist of a minimum of one custodian to care for the interest of the District and its property. In the absence of the principal, the custodian shall be in complete charge of the building and grounds.

SUPERVISION & USE OF EQUIPMENT, BUILDING & GROUNDS

Arrangements for adequate supervision shall be made in keeping with the use for which the rental is made to ensure proper conduct in and around the building and the proper care of the school and its equipment.

INADVISABLE USES

The Board may refuse to permit the use of school property as a civic center if it determines the use interferes with a school function or purpose.

Utah Code Ann. § 53A-3-413 (3) (2015)

STANDARDS OF BEHAVIOR

The principal of the school accept application from only those groups who can assure adherence to the standards of behavior of the school. Tobacco, intoxicating drinks, and boisterous conduct are expressly prohibited. The following will not be tolerated and are expressly prohibited by the Board:

1. Vandalism.
2. Use without consent, or abuse of school furniture or other school property.
3. Appropriation or abuse of books, supplies, or athletic equipment belonging to the school or to its students. School athletic equipment may only be used with prior approval of the principal.

USE OF PRACTICE FIELDS & OTHER SCHOOL GROUND FACILITIES:

The use of school ground facilities will be allowed at no cost provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged.

1. Community groups such as Little League Football will be allowed to use specified areas of the school grounds as approved by the Principal.
2. Due to excessive use of the regular playing fields within the regular school program, the necessity of keeping them in top condition for league play and installation of rubberized tracks and damage to such from football cleats, make the regular use of these fields by non-school groups impractical.
3. High school stadiums are available to community organizations, however, the stadiums shall not be used at any time, which would interfere with or disrupt the regular school program.

4. Any other equipment rental requests shall be made to the Principal; such requests shall be granted upon the approval of the Principal.

POLITICAL SIGNS ON SCHOOL PROPERTY:

A “political sign” is any sign or document that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition. Schools and the school district are not required to allow the posting of political signs on school property. However, if the district or a district administrator or their designee posts or permits the posting of a political sign on school property, then the district shall also permit the posting of all other political signs, subject to the same requirements and restrictions. Any requirements or restrictions placed on the posting of political signs must be politically neutral and content neutral.

Approval for posting of a political sign may only be given by a building principal or higher level administrator, or the designee of such an administrator.

Utah Code § 20A-17-103 (2015)

FEES & CHARGES SCHEDULE:

FACILITIES

Uses will be charged according to the Rental Fee Schedule.

PERSONNEL

A stage technician will be required for all auditorium use.

A member of the school lunch staff must be present when the kitchen is used.

A custodian is required if one is not on duty.

Management and security personnel will be determined by the school administrator.

BUILDING RENTAL & FEE SCHEDULE:

<u>Facility</u>	<u>Fee</u>
Classrooms	\$ 8.00 per hour
Elementary Gym	\$ 15.00 per hour
Middle School Gym	\$ 25.00 per hour
High School Gym	\$ 30.00 per hour
Other	To be determined by the Board

Groups who feel they have a program appropriate for the high school auditorium should contact the high school principal for consideration.

PERSONNEL CHARGES TO RENTERS:

Student Assistants \$ 4.25 per hour
Custodian \$ 10.00 per hour
Teacher \$ 15.00 per hour
Administrator \$ 18.00 per hour

Kitchen Help:

Elementary \$ 8.50 per hour
Middle School \$ 8.50 per hour
High School \$ 13.00 per hour for 1st person
\$ 11.00 per hour for 2nd person

PAYROLL INFORMATION:

Student Assistants \$ 4.25 per hour Administrator hourly salary on 8-hour rate
Custodian Time & one-half Teacher hourly salary on 8-hour rate
Kitchen Help Hourly salary (time & one-half over 8 hours in one day)

**** AUDIO VISUAL EQUIPMENT IS NOT AVAILABLE FOR RENTAL USE**

**NORTH SUMMIT SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL FACILITY**

RENTAL INFORMATION

Name of Applicant _____ Date of Application _____

Address _____ Facility Requesting to Use _____

Telephone _____ Cell Phone _____

Facilities will be used by _____

Type of Activity _____ Number of People _____

Dates Requested: _____ Times Requested: _____

Month	Days of Month	From	To

Total Hours Requested	Rental Fee Per Hour	Total Rental Fee

School Staff who must be present	Staff Charge per Hour	Total Staff Charge

School Staff who must be present	Staff Charge per Hour	Total Staff Charge

School Staff who must be present	Staff Charge per Hour	Total Staff Charge

Total Charge for use of Facilities as Described Above:

Principal's recommendation	District Approval
<p>I recommend that you do/ do not approve this request.</p> <p>Comments:</p> <p>Signature of Principal _____ Date: _____</p>	<p>I do/ do not approve this request.</p> <p>Comments:</p> <p>Signature of Superintendent _____ Date _____</p>

<p>I recommend that you do/ do not approve this request.</p> <p>Comments:</p> <p>Signature of Principal _____ Date: _____</p>	<p>I do/ do not approve this request.</p> <p>Comments:</p> <p>Signature of Superintendent _____ Date _____</p>
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I have read the terms and conditions of this rental agreement and I agree to all. In the event of damages, I also agree to pay the North Summit Board of Education. I understand that Utah law prohibits smoking and/or drinking on any public school campus or in any public school building. Insurance Certificate is provided. (copy attached) Agrees to page 2, Item #9(Indemnity Clause)

Signed _____

