SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Building Use and Rental NUMBER: 9100  
 NEW: July 1988

REVISED: March 2016

1. Conditions of Facilities Use - District school facilities are available for use by non-school organizations, groups, and individuals within the conditions and limitations provided by this policy.
   1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
   2. No illegal games of chance or lotteries will be permitted.
   3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
   4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
   5. That no children are allowed unattended in any facilities or on any school grounds.
   6. Scheduling by non-school persons or groups will not interfere with any school function.
   7. Proper arrangements must be secured with the school principal of the facility concerned. *(During summer months scheduling will be conducted by the District Maintenance Supervisor)*
   8. Persons or groups using or renting school facilities will abide by the conditions of other district policies regarding behavior and conduct while in, or on, school owned facilities.
   9. No school equipment is authorized for use by private groups or individuals other than regular use items such as tables and chairs.
   10. Non-school persons or groups must obtain and sign Contract For Use and Release of Liability forms from the principal prior to use.
   11. Persons or groups using school facilities will be responsible for damage and/or loss resulting from their presence.
   12. Supervision: The principals have the primary responsibility to ensure that those persons or groups requesting use of facilities understand the policies and expectations of the school and school district relating to supervision.
   13. The superintendent or school board may authorize a change in, or waive, the required fees for use of school district facilities. This applies to private as well as non-profit persons or groups which may be using a facility on a regular basis.
   14. Use by any group or individual may be refused or terminated at any time, if such use is deemed detrimental to students, staff, community members, or the building.
   15. The following are exempt (except operational costs) from payment of fees if the meeting is non-profit and they do not require special assistance: public meetings, mass meetings, public health clinics, alumni associations, etc.
   16. All shop facilities, including equipment are not available for public rental.
2. Rental of District Facilities:

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| --- | --- | --- |
| Facility | Operational (per hour) | Profit and Commercial (per hour) |
| HS Gymnasium | 15.00 | 30.00 |
| JH, Kershaw, Central Gym | 10.00 | 20.00 |
| Classrooms | 8.00 | 16.00 |
| Multi Purpose Room | $10.00 | 20.00 |
| Multi Purpose Room and Kitchen\* | 15.00 | 30.00 |
| Board Room | 8.00 | 16.00 |
| HS Auditorium and Stage | 15.00 + Tech costs | 40.00 + Tech costs |

1. The above cost schedule may be adjusted on an as needed basis by board approval.
2. Payment:
   1. Payment for rental of school district facilities is to be made to either the school or district representative, payable to “Sugar Salem School District #322" (if in check form).
   2. Payment is to be made prior to, or immediately after, the use of the facility.
   3. All rental fees shall be retained at the facility where the rental occurs.