

Community Use of District Facilities

Facilities Available

1. Classrooms, cafeterias, gymnasiums, fields and the auditorium shall be available for use by eligible organizations at the discretion of the community school director.
2. District equipment may be used on district premises at the discretion of the community school director. Rental fees may be charged.
3. Kitchen and facilities of the kitchen may be used only under the direct supervision of authorized district personnel.
4. Athletic fields are available for use when not being used for school activities.

Criteria for Use of Facilities

1. **Application and Approval:** The community schools director/designee shall approve and authorize the use of district facilities in accordance with this policy. He/She shall be responsible for determining the use of district facilities and shall set rules and regulations to ensure the safety of the facilities and individuals. He/She shall establish priorities for use whenever the demand exceeds the supply, or when there is a need to give preferential treatment to activities akin to the education program. The community education director, in cooperation with the director of fiscal services, shall determine when it is necessary to require users to provide liability insurance listing Gladstone School District as additionally insured.
2. **Hours:** District facilities may be used after school hours when such use does not interfere with the school program. Normal operations will be from 7 a.m. - 10 p.m. on days when school is in session.
3. **Fees:**
 - a. There will be no charge for recognized school groups, including student and parent organizations, when approved by the District.
 - b. Local non-profit community groups will be charged according to the current fee schedule. Additional fees may be charged for custodial overtime and/or building supervisor's time according to the current fee schedule.
 - c. If a cook is required, groups will be charged the current rate for the cook(s)'s overtime plus other charges as applicable.
 - d. There will be a rental charge at the current rate for private use of facilities. (See page 3).
 - e. Church groups will be charged a facility rental fee according to the current rate.

4. **Supervision/Responsibility:** Facilities used by any community groups shall have adequate supervision by adults who shall accept responsibility for the activity and for the facility. The name of the responsible adult shall be submitted at the time of application. The group leader will be responsible for the facility while the group is in the facility. Use of facilities, which require special services, shall be granted only when authorized district personnel are available for supervision.
5. **Key Control:** Keys to district facilities will not be issued as a general rule. However, they may be issued upon the approval of the community education director and the administrator of each building and/or designee. A \$25 key deposit will be required.
6. A group will not have more than one night per week unless there is enough available space for all groups requesting more than one night.

Priorities for Use of Garrett Field

To maximize the ability to provide access to Garrett Field, as well as to facilitate a solution of scheduling conflicts between clients, groups using Garrett Field will be categorized as Class A, B, C, or D. Priority for use is in the order listed, with Class A having the highest priority.

Class A - School district and district-related organizations

- a. Regular classroom activities.
- b. District-sponsored activities for students and parents.
- c. Community education classes and activities.

Class B - Gladstone youth organizations

Local nonreligious, nonprofit, chartered, youth groups providing service to students from the district; for example youth sports, Boy Scouts, Girl Scouts, Camp Fire, etc.

Class C - Gladstone adult groups

Class D - All other entities.

Priorities for Use of All Other School Facilities

Groups and individuals using school facilities will be categorized as Class A, B, C, D, E or F. Priority for use is in the order listed, with Class A having the highest priority.

Class A - School district and district-related organizations

- a. Regular classroom activities.
- b. District-sponsored activities for students and parents.
- c. Community education classes and activities.

Class B - Youth organizations

Local nonreligious, nonprofit, chartered, youth groups providing service to students from the district; for example youth sports, Boy Scouts, Girl Scouts, Camp Fire, etc. (to be in-district 50% or more of participants must live within Gladstone attendance boundaries).

Class C - Public agencies

Agencies with which the district has agreements regarding facility use.

Class D - Civic, Service Groups

- a. Adult recreation groups (including district staff).
- b. Colleges and universities.
- c. Community organizations of a civic or service nature.
- d. Community groups sponsoring moneymaking activities where proceeds go to schools, non-profit youth organizations or charitable purposes.
- e. Nonreligious, nonprofit, chartered, youth groups providing service to school age children outside the Gladstone School District.

Class E - Local (In-district) religious groups

Church activities.

Class F - Private interest and profit making groups

- a. Private parties.
- b. Commercial activities.

Gratuities for School Personnel

School personnel performing assigned duties shall not accept gratuities.

Deadlines for Gym Use Applications

1. Completed applications must be received a minimum of two weeks prior to the event or activity.
2. If special services are required, applications must be returned a minimum of four weeks prior to the event or activity.

Prohibited Activities

1. The use of district-owned property for driving or storage of motorized vehicles, except on areas designed for and used as roads or parking is prohibited. Use of roads and parking lots by motorized vehicles shall be limited to employees, students and patrons of the district going to or from, while attending school or an approved activity therein;
2. Animals are prohibited in all district buildings unless approved by authorized personnel;
3. Flying, testing or competing with powered model airplanes, rockets or cars shall not be permitted on district property, unless sponsored by an organization authorized to use the district property;
4. No combustible material shall be ignited on district property, except with written permission from the building manager;
5. No alcoholic beverages or drug use is allowed on district property;
6. No smoking or tobacco products are allowed on district property.

7. Revocation of facility use will result from any infraction of these regulations;
8. The following are NOT ALLOWED on Garrett Field: animals, sunflower seeds, food, drinks, gum, metal cleats and golfing.
9. Skateboarding is prohibited on district property

Fees Schedules

The following schedule of fees shall be charged for use of district facilities. Hourly rates do not include cost for personnel, utilities, equipment use or special services. Additional fees may be charged at the community school director’s discretion for special-use situations.

Gladstone High School Garrett Field	
Class	Artificial Turf Field***
A	No Charge
B	\$20.00/hr
C	\$20.00/hr
D	\$60.00/hr

***If lights are required, an additional fee of \$15.00 per hour will be charged.

Gladstone Center for Children and Families					
Class	Gym	Classrooms/Library	Cafeteria	Kitchen	Outside Areas
A	No charge				
B	\$5.00/hr ¹	\$5.00/hr	\$5.00/hr	N/A	**
C	Charged according to terms of agreement				
D	\$15.00/hr	\$8.00/hr	\$15.00/hr	NA	**
E	\$25.00/hr	\$10.00/hr	\$25.00/hr	NA	**
F	\$30.00/hr	\$15.00/hr	\$30.00/hr	NA	**

Wetten Elementary					
Class	Gym	Classrooms/Library	Cafeteria	Kitchen	Outside Areas
A	No charge				
B	\$5.00/hr ¹	\$5.00/hr	\$5.00/hr	N/A	**
C	Charged according to terms of agreement				
D	\$15.00/hr	\$8.00/hr	\$15.00/hr	NA	**
E	\$25.00/hr	\$10.00/hr	\$25.00/hr	NA	**
F	\$30.00/hr	\$15.00/hr	\$30.00/hr	NA	**

*If a cook is required, groups will be charged the current rate for the cook's overtime plus other charges as applicable.

**Rate and/or in-kind donation to be determined.

¹ Individual youth groups/teams from Gladstone who use the facilities for practices and/or meetings will pay a flat fee of \$75 - \$125 per group/team, per season, or \$5 per hour for facility use (whichever is less).

Kraxberger Middle School and Gladstone High School					
Class	Gym/Auditorium	Classrooms/Library	Cafeteria	Kitchen	Outside Areas
A	No charge				
B	\$5.00/hr ¹	\$5.00/hr	\$5.00/hr	NA	**
C	Charged according to terms of agreement.				
D	\$25.00/hr	\$8.00/hr	\$15.00/hr	\$20.00/hr	**
E	\$30.00/hr	\$10.00/hr	\$20.00/hr	\$30.00/hr	**
F	\$50.00/hr	\$15.00/hr	\$30.00/hr	\$50.00/hr	**

*If a cook is required, groups will be charged the current rate for the cook's overtime plus other charges as applicable.

**Rate and/or in-kind donation to be determined.

¹ Individual youth groups/teams from Gladstone who use the facilities for practices and/or meetings will pay a flat fee of \$75 - \$125 per group/team, per season, or \$5 per hour for facility use (whichever is less).

Personnel: 2014-15 Rates

Supervisor	\$15/hour regular time (\$20/hour if time and one-half plus benefits)
Custodian	\$36/hour (time and one-half plus benefits)
Cook	\$33/hour (time and one-half plus benefits)

Utilities

Cost for additional heating or lighting may be charged if deemed necessary by the director of fiscal services.

The community school director and director of fiscal services will determine which personnel, equipment, utility and/or other direct costs are applicable. They will also revise the fee schedules and direct costs as district expenses change.

Security Deposit

Additional fees, such as a security deposit, may be charged at the community school director's discretion for special-use situations. The security deposit of \$50 would be payable before the scheduled activity. (The security deposit may be held with a VISA or Master Charge.) Upon completion of the activity, an inspection of the facilities will be made to determine if any damage occurred. If no damage were cited, the security deposit would be refunded. If damage is determined to exist, a cost estimate will be done and the responsible party would be liable for expenses, which exceed the \$50 deposit. Payment for damages would be required within seven days of notification.