

## **905.1 - Community Use of School Facilities**

The board promotes the concept of school facilities serving as a center for community activities. Therefore, groups or organizations in the community will be allowed to use school facilities when the following conditions are met:

1. The use in no way interferes with the district's educational and activity programs.
2. The use is consistent with state law and conforms to district regulations.
3. The use does not result in the facilities being over maximum capacity. If the use would result in the facilities being over maximum capacity, the various uses requested (by various groups or organizations) will be granted as the school district determines appropriate.
4. The group or organization is responsible and will exercise care in the use of the facilities.
5. The activity is supervised by an adequate number of adult sponsors.
6. No alcoholic beverages or controlled substances are available or used on school grounds.
7. Red Oak Community School District buildings and campus facilities are tobacco/nicotine-free. The use of tobacco and/or nicotine products (in any form) is prohibited.
8. The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
9. Any decorations or materials to be applied to the walls or floors must be approved in advance by the building principal.
10. Candles or other flammable materials shall be prohibited.
11. The activity is not a commercial profit-making venture by a taxable entity.
12. The use is not for private purpose or for personal gain.
13. A written application and agreement is executed, and approval is received in advance. A valid certificate of insurance is required.
14. The group or organization shall be responsible for paying for any damage or destruction to the school facilities.
15. The group or organization shall indemnify and hold the district harmless from any claims or charges arising from the actions or inactions of the group or organization.

Application and Arrangements. A written application must be filled out by the group or organization and approval received through the Administrative Center. The district reserves the right to withdraw approval.

Priority. Requests for use of school facilities for activities other than for the educational and activity program of the district (which shall always have precedence) shall receive priority scheduling as follows. Once an activity is scheduled, however, the district need not cancel the activity to make the facility available for a group with a higher priority.

1. First Priority: Meetings or activities for students, parents, and/or staff sponsored by recognized tax-exempt organizations which are affiliated with the district programs, such as:
  - Parent-Teacher Organizations
  - Booster Clubs
  - Red Oak Education Association for meetings of the local association only.
  - Red Oak Support Staff Association for meetings of the local association only.
  
2. Second Priority: Adult education programs and other programs or training activities sponsored by tax-supported organizations, such as:
  - Community College adult education classes
  - University/college educational programs
  - Green Hills Area Education Agency staff development activities
  - Law Enforcement Programs or Training sponsored at the City, County, or State Patrol levels, with a designated law enforcement official responsible for supervision.
  - Armed Forces programs, other than recruitment or fundraising programs, that are open to the public and for which there is no admission charge.
  
3. Third Priority\*: Educational and recreational programs which are sponsored by tax-exempt organizations, such as:
  - Staff recreational programs
  - City recreational programs
  - YMCA recreational programs
  - Church programs
  - Red Cross programs
  - Civic Clubs/Organizations
  - Meetings sponsored by governmental agencies to which the public is invited.
  - Nonpublic schools for special purposes
  - Political meetings
  
3. Fourth Priority: Fund-raising activities and nonprofit making meetings and activities sponsored by commercial groups and parent-study groups sponsored by non-tax-exempt organizations.

Fees. Groups specified in the first priority are exempt from all rental and personnel fees. Groups specified in the second priority are exempt from all rental fees but will be charged for necessary personnel fees. Groups specified in the third and fourth priorities will be charged rental fees as set forth below and shall be charged for necessary personnel fees. Personnel fees include fees for the custodian(s), for food service

workers if the kitchen is used, and for persons to operate public address systems, lighting, and special stage equipment. The rate shall be \$25.00 per hour.

Rental Fees.

		Second Priority	Third Priority	Fourth Priority
a.	Jr-Sr High Auditorium		\$75.00	\$125.00
b.	Inman School Gymnasium		\$75.00	\$125.00
c.	Jr-Sr High Gymnasium		\$75.00	\$125.00
d.	Media Center		\$75.00	\$125.00
e.	Inman School Cafeteria (including kitchen)		\$75.00	\$125.00
f.	Jr-Sr High Cafeteria		\$75.00	\$125.00
g.	General classrooms (all buildings)		\$75.00	\$125.00
h.	Inman Cafeteria		\$75.00	\$125.00
i.	Athletic Fields (per day)		\$75.00	\$125.00

\*No fees will be charged for use of classrooms for after-school use (Monday-Friday from 3:15 p.m. to 4:45 p.m., during the school year), by Third Priority Groups which provide adult supervised activities for Red Oak Community School students. These groups will be charged a custodial fee if clean-up is required or if a custodian must stay beyond normally scheduled hours.

Third Priority Groups shall be eligible for a reduced-rate for multiple use requests. These rates shall be determined by the administration.

Football Stadium/Track Use.

A. Groups shall be charged the following rental fees for use of limited facilities at the football stadium:

- Third Priority - \$75.00
- Fourth Priority - \$125.00

The following facilities are included in the above user fee as needed:

- Stadium parking facilities
- Parking lots
- Ticket stations
- Players' benches
- Restrooms

B. Groups shall be charged the following rental fees for use of extended facilities at the football stadium:

- Third Priority - \$75.00

- Fourth Priority - \$1254.00

The following additional facilities are included in the above use fee as needed:

- Athletic field and track
- Sound system
- Locker & shower rooms
- Press box
- Lights

The following conditions shall apply in addition to the general conditions outlined in this policy:

1. Any use of the track or football field must be approved in advance.
2. All concession rights and privileges are reserved by the district.
3. If designated by the district, the organization shall insure that police protection is provided and shall pay all such costs.
4. If rehearsals are necessary, arrangements shall be determined by the business office.
5. If any platforms, stages, chairs or additional stage equipment are needed, they shall be provided by the organization. Installation must be approved by the Maintenance Director.
6. The organization shall be required to provide public liability insurance naming the Red Oak Community School District as an "additional insured" through a company approved by the district with a minimum of \$100,000 property coverage.

Approved June 21, 2023

Reviewed May 17, 2023

Revised