

HUDSON SCHOOL DISTRICT

**POLICY NUMBER: KF Use of School
Facilities**

Page 1 of 3

ADOPTED: 6/1/2015

First Reading: 5/18/2015
Second Reading: 6/1/2015

COMMUNITY USE OF SCHOOL FACILITIES

The Hudson School Board may grant the use of school facilities to public agencies and to responsible, properly organized community groups, private organizations, and individuals for any lawful purpose, including the purposes of education, elections, and civic welfare. Such use shall not displace any school activity unless approved in advance by the Superintendent or his/her designee.

The Superintendent of Schools, or designee, may approve the use of school facilities by outside organizations. Charges shall be made according to the schedule of fees developed by the Superintendent and approved by the School Board. Proof of liability insurance shall be required for the use of school property. The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

All organizations and groups, permitted by law, may rent school facilities according to the following regulations, and at fees set out on the "District Rental Fee Schedule". All organizations except those described in the following paragraphs shall pay a fee. A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by goods contributed or services rendered by the user. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease. If the school administration determines a custodian is necessary, the charge will be at the overtime rate.

General Conditions

The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

A person, group or organization that is otherwise eligible to lease school property shall not be denied use of or charged differentiated fees for school property on the basis of the person, group or organization's beliefs, expression of beliefs or exercise of the rights of association that are protected under state or federal laws. Failure to pay necessary fees or to properly safeguard the property of the District and follow its regulations shall be deemed grounds to disallow future use of facilities.

All individuals or organizations must sign the rental agreement form and furnish the certificate of insurance before using District facilities.

Uncompensated Use

The Superintendent may permit the uncompensated use of facilities and property by any school related group or by any organization whose membership is open to the public and whose activities promote the educational function of the District. "Educational function" means uses that are directly related to the educational mission of the District as adopted by the School Board and includes the educational mission related uses of parent-teacher organizations and youth organizations.

HUDSON SCHOOL DISTRICT

POLICY NUMBER: KF Use of School Facilities	ADOPTED: 6/1/2015
Page 2 of 3	First Reading: 5/18/2015 Second Reading: 6/1/2015

If an exempt organization's use of the facility results in costs to the district, the organization will be responsible for that cost. All other organizations will pay the scheduled facility rental fee, and in addition, any costs incurred by the District. The Superintendent may waive any costs to the exempt organization if it is deemed in the best interest of the District.

DISTRICT RENTAL FEE SCHEDULE

	<u>A</u>	<u>B</u>	<u>Utilities</u>
Gymnasium (1/2 day)	N/C	\$250	\$25
Gymnasium (full day)	N/C	\$500	\$50
AHS/HMS football field (1/2 day)	N/C	\$250	N/A
AHS/HMS football field with lights	N/C	\$250	\$50
AHS/HMS football field (full day)	N/C	\$500	N/A
AHS/HMS football field with lights	N/C	\$500	\$50
Locker Room (1/2 day)	N/C	\$40	N/A
Locker Room (full day)	N/C	\$80	N/A
Cafeteria or Kitchen (1/2 day)	N/C	\$200	\$25
Cafeteria or Kitchen (full day)	N/C	\$400	\$50
Classroom (1/2 day)	N/C	\$60	N/A
Classroom (full day)	N/C	\$120	N/A

Use of the football field(s) in excess of one week shall be considered "season rate". The rate for the season shall be recommended to the School Board by the administration. The rate shall be based on several factors including the number of participation, type of use, number of practices and games, etc. Any recommendation for season use shall include a Memorandum of Understanding to be approved by the School Board.

Requests for use of the Hills House grounds must be presented to the School Board for approval. The rental fee will be determined by the School Board.

If custodian coverage is required, the hourly charge is \$31.00 per hour for each custodian. If a Food Service employee is required, the hourly charge is \$17.00 for each employee. Full day use of a facility is considered any use in excess of four (4) hours.

Category A:

Branches of Hudson municipal government (includes no charge for custodian or utilities); school approved organizations, e.g. PTO, Friends of Music, Boosters; not-for-profit private school and established youth organizations i.e. scouts, youth sports, musical, and theatrical, etc.; local groups including religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations where no admission is charged and/or no other profit-making activity is engaged in (no charge if held during time when the school is open). No charge for use of the facility or custodial costs shall be charged to the Hudson Recreational Department for use during the basketball season.

HUDSON SCHOOL DISTRICT

POLICY NUMBER: KF Use of School Facilities Page 3 of 3	ADOPTED: 6/1/2015 First Reading: 5/18/2015 Second Reading: 6/1/2015
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Custodial costs shall be charged for any profit making activity where admission is charged and sponsored by or part of one of the groups identified in Categories A. The charge will be applied only if the activity is scheduled when custodians are not scheduled for normal work activity.

Category B:

Private promoters for their own exclusive profit, and any individual/group not specifically mentioned as part of Category A.

Damage to Facility or Equipment

If an organization that has permission to use a school district facility, regardless of category, causes damage to the facility or equipment, that organization shall compensate the district for that damage. In the event damage occurs, an assessment shall be conducted by district personnel to determine the level of compensation.