

**ARTICLE XII**  
**Use of School Facilities and Equipment**  
**Approved: February 1, 2010**  
**Effective: July 1, 2010**

The Board of Education of Columbus USD 493 believes that learning is a life-long process and that the resources and facilities of the Columbus Schools should be made available to the patrons of the school district, consistent with the guidelines stated below.

The Board recognizes that its first priority must be to the educational program for the students served by Columbus USD 493. The schools will have first priority in the use of facilities and resources. The Superintendent of Schools is directed to develop administrative procedures for use of school facilities with the regular school program. Such procedures will include guidelines for the use of facilities by community agencies.

**USE OF SCHOOL FACILITIES AND EQUIPMENT**

The facilities of Columbus USD 493 are the property of the citizens of the school district. The following guidelines and procedures shall govern the use of Columbus USD 493 facilities:

Guidelines

1. The educational program and activities of Columbus USD 493 students will have first priority in the scheduling and use of school facilities. Not "for profit" organizations or activities, political groups, public or private parties will have access to Columbus USD 493 facilities if approved by the USD 493 Administration. The school district and organizations with the specific intent to benefit USD 493 students and meet the 80% participation provision (state below) will take precedence over other groups. All other non-profit groups will be served on a first-come-first- served basis. Any activity must be adequately insured and must provide a certificate of liability insurance. All activities must be supervised.
2. School facilities will be available on a scheduled basis to community groups, organizations, religious bodies, and agencies contributing to the welfare of USD 493 students. The individuals requesting use of facilities must be a resident or employee of Columbus USD 493 and be 21 years of age.
3. School facilities are not available during the school day. Exceptions to this must be approved prior to the event by the Superintendent. Tobacco, alcoholic beverages, and illegal drugs may not be present or used on the premises. Only proper gym shoes are permitted on gymnasium floors.

4. All Columbus USD 493 attendance centers will be available for use by community groups with the following exceptions:

- a. Computer Labs
- b. Office complexes
- c. Kitchens and equipment unless district food service personnel are employed

5. The USD 493 Board of Education reserves the right to grant use of any district owned facility upon formal request made to the Board. Chairs and tables may be made available upon request. The purpose of the use of school facilities determines whether a fee will be assessed.

6. If the type of activity conducted requires custodial, food service or supervisory services in addition to those normally scheduled, a fee will be charged. Arrangements for payment of all fees will be made with the District Office.

7. There will be an hourly use charge for each area used (unless generating money for school activities or student events). Plus hourly wage for, custodial, food service personnel, and possible supervision. Approval of events requiring these types of personnel will be disapproved if personnel are not available.

8. Not for profit educational and youth activity groups serving students in grades pre-kindergarten through twelve, whose enrollment consists of at least 80% USD 493 patrons or students may be charged minimal rental fees and/or personnel charges to recover costs incurred by USD 493. Groups that are made up of students that make up less than 80% USD 493 students or patrons will be charged rental and personnel fees.

9. The Building Offices are responsible for the scheduling, overall coordination, and facilitation of the use of school facilities in accordance with the framework of board policies and administrative procedures.

10. The building principal will be asked to approve the use of school facilities for which he or she is responsible based on availability of requested facilities.

11. The future use of school facilities shall be denied to any community group, organization, and/or agency violating board policy, administrative procedures and regulations for use of the school facilities.

12. The USD 493 Board reserves the right to refuse the use of any or all school facilities to any group or individual.

**PROCEDURES FOR SCHEDULE USE OF SCHOOL FACILITIES BY  
COMMUNITY GROUPS, ORGANIZATIONS, AND/OR AGENCIES**

1. All requests for use of a school facility on a scheduled basis must originate with the building office at least two weeks in advance of the event if possible.
2. Those requesting use of the facilities must complete a Facility Use Form which can be obtained at each of the building offices.
3. The approval for use of all facilities is the responsibility of the respective building principal or designee based on availability.
4. The scheduled use of each school facility will appear on each buildings calendar of events.
5. During the school weeks (till custodial staff leaves building, weekdays), regular duty school district personnel (custodians, principals, etc.) will be responsible for opening, closing and securing the school indoor facilities. Summer availability of indoor facilities will be limited due to maintenance work, school sponsored summer camps and clinics, and KSHSAA eligibility requirements.
6. There will be a \$25 key deposit when checking out keys for scheduled events.
7. A copy of this policy will be provided to the person designated by the user as the responsible party the first time each year that the group schedules a facility for use.
8. All fees, wages (custodian, etc.) and/or a deposit shall be paid promptly following notification to Columbus USD 493.
9. Outside groups scheduling a building where charges are to be made and the group does not cancel in time to notify the custodian or cook, a \$25 fee will be charged.
10. Any civic, religious, private group, enterprise, or individuals may make an appeal to waive any part of the policy on use of school buildings. When special appeals are made the Board of Education will weigh each request on its own merit. Please schedules appeals through the Superintendent of Schools.

**BUILDING USE FORM**

Building to be used \_\_\_\_\_

Organization or group desiring to use building \_\_\_\_\_

Date to be used \_\_\_\_\_ Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Type of activity \_\_\_\_\_

Equipment needed \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of USD 493 Participants \_\_\_\_\_

Charges to be made:

Custodian \$ \_\_\_\_\_ per hour

Cook \$ \_\_\_\_\_ per hour

Other \$ \_\_\_\_\_ per hour

Key Deposit \$ \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

(I) (We) hereby agree to protect and hold harmless U.S.D. No. 493 from any claims for damages, compensation or otherwise growing out of or resulting from injuries in connection with the use of the hereinbefore described premises and to reimburse or make good to said U.S.D. No. 493 any loss or damage or costs the said district may have to pay in the event any litigation arises from injuries in connection with the use of said premises.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

## USD 493 Fee Schedule

### Food Service Facility

1. Non-Profit Service Organizations and Churches:  
A \$25 fee for use of the cafeteria, and a custodian must be on duty and the organization is responsible for reimbursing USD 493 for time worked for the event. Non-profit service organizations and churches will be billed for custodial services after the meeting or event.
2. Organizations, Businesses and Groups with Profit-Motive:  
A \$40 fee for use of the cafeteria, payable to the district in advance, plus reimbursement to USD 493 for custodial services as above. Organizations will be billed for custodial services after the event.
3. Kitchen:  
An additional \$25 fee, payable to the school in advance, plus reimbursement to USD 493 for food service personnel wages for the event. One or more food service personnel must be on duty when kitchen is used. The group will be billed for the food service personnel after the event.
4. Private or Individual Groups (Reunions/Showers, etc.)  
A \$25 fee for the use of facility paid in advance, plus reimbursement to USD 493 for custodial wages for the event. The group will be billed for the custodian after the event.
5. All student school functions shall be organized and sponsored through the building principal or their designee. No cost.
6. School clubs and outside organizations (PTO, Booster Club, 4-H, Boy Scouts, Girl Scouts) whose activities are sponsored by school personnel and are directly related to school activities no fee will be charged. When custodial services beyond normal working hours is required a custodial fee may apply. There will be no charge for regular meetings when sponsored by school personnel.

### School Gymnasiums/Recreation Space

Local Columbus Recreation Leagues-no fee for use of the gym, but hourly wages will be payable directly to USD 493 if custodial staff is assigned. Those groups that are under 80% of USD 493 participants will be charged a fee of \$25 plus reimbursement to USD 493 for custodial services. Please only proper gym shoes on gym floors.

### Classrooms

All outside groups will be charged a \$25 fee payable to the school in advance, plus reimbursement to USD 493 for custodial wages for the event. The group will be billed for the custodial wages.

### Auditorium

District Patrons (No Admission Charge)

Half Day (Less than 4 Hours)	\$50
Full Day	\$100

### Auditorium

District Patrons (Admission Charge)

Half-Day (Less than 4 Hours)	\$100
Full Day	\$150

Custodial wages will be paid directly to USD 493 after the event.

NO FOOD or DRINKS Allowed in Auditorium or Classrooms

**AIR CONDITIONED AREAS RENTED BETWEEN JUNE 1 and SEPTEMBER 1 MAY INCLUDE AN  
ADDITIONAL CHARGE OF UP to 20%**