

### **Community Use of School Facilities/Equipment**

As the district schools belong to the people of the school district, and since the district plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the communities for appropriate civic, cultural, welfare, or recreational activities. The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the school board.

The West Central School Board allows local non-profit and/or civic organizations to utilize school facilities and equipment, provided the use meets the conditions of the policies of the West Central School Board. The superintendent will develop regulations to be approved by the Board for use of these facilities. The schedule of rental fees will also be determined by the Board.

Prohibited uses include:

- any purpose in conflict with school activities
- promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence
- any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment
- commercial advertising
- activities which are discriminatory in the legal sense

#### Use of Facilities

Facilities and fields will not be available for uses, which may have an adverse effect upon the building, such as damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility.

The superintendent, or designee, may offer the use of the district's facilities at no cost to any group, considered to be beneficial to the communities of the West Central Schools, and/or furthering the educational benefit of students enrolled in the West Central School District (providing the facilities are available, and other guidelines in this policy have been met). All users, regardless of cost, must fill out the appropriate request forms and receive approval.

The superintendent or designee will assign requirements for custodial and food service personnel. The district will provide these personnel, at the expense of the organization renting/using the facility. Such costs will be delineated on the written facilities/equipment usage form.

The Board of Education reserves the right to deny any request for use or to revoke any use agreement, without liability, should such action be deemed necessary or desirable. The Board also reserves the right to cancel or postpone the use granted, without penalty to the Board of Education, in the event of an emergency, adverse weather conditions or unexpected school need. Every effort will be made to reschedule the use for a mutually satisfactory time.

### Use of School Equipment

School equipment may be loaned to responsible community groups for a worthy educational, civic, or charitable purpose when:

- The group borrowing the equipment agrees to accept full responsibility for repairing or replacing any equipment damaged or lost while in its possession;
- The equipment is not both unusually expensive and also subject to easy damage;
- If the equipment is to be used outside of the school buildings it has appropriate travel hardware;
- The equipment is in good condition;
- The group will provide a competent operator for any equipment loaned.

### FORMS

Refer to Rental and Service Charges regulation (File: KG-R) for costs associated with using the facilities. Refer to the building use agreement (File: KG-E) for the primary written agreement between the district and the community entities wishing to use the facilities.

### LIABILITY FOR DAMAGES

Any individual or group using any school facilities or equipment shall be responsible to the school district for any and all damages that may be caused by reason of such use or occupancy. The school district shall not be held liable for any suit for damages which might arise as a result of such use or occupancy.

### APPLICATION PROCEDURES

All requests for the use of facilities by any individual or organization wishing to use the buildings/land after school hours will be made through the superintendent or designee who will clear said requests with the office of the principal of the building concerned. Requests must be made at least 72 hours in advance of the event and must be made during school hours. The requesting individual or organization must sign a Facilities Use Agreement prior to using the facilities.

Requests for equipment use must be made to the office of the principal of the building involved. An Equipment Use Agreement must be signed prior to using equipment.

### SUPERVISION

It is the responsibility of the requesting individual or organization to ensure that adequate supervision will be provided during the scheduled facilities use. No individual or group will be permitted to use the facilities unless an adult leader is present. Once the scheduled event begins, the adult leader is responsible for allowing entrance only to those authorized to attend.

### CARE OF FACILITIES

Any portion of the facilities used by the applicant will be examined carefully after use. The applicant must agree in advance to make good promptly any loss or damage occurring during applicant's use of said facilities. By signing a Facilities Use Agreement, applicants are agreeing to lease the facility and its contents in good order and to replace anything that may be damaged while in use.

### PROHIBITION OF CONTROLLED SUBSTANCES

The use of drugs, alcohol, tobacco and/or other controlled substances in school facilities and on school premises is prohibited.

## Gym Usage Procedures

No activity may be booked for more than 16 consecutive weeks.

Practices will be allowed in the following times slots:

### Monday – Friday

Hartford Elementary	6:00 pm – 7:30 pm	7:30 pm – 9:00 pm
Humboldt Elementary	6:00 pm – 7:30 pm	7:30 pm – 9:00 pm
Multi Purpose Room	6:00 pm – 7:30 pm	7:30 pm – 9:00 pm
Becker Center (2 slots)	6:00 pm – 7:30 pm	7:30 pm – 9:00 pm
High School Gym (2 Slots)		7:30 pm – 9:00 pm

**The West Central High School Gym will only be used after all available slots for the week have been utilized.**

### Saturday

Multi Purpose Room	8:00 am - 10:00 am	10:00 am - 12:00 pm
Hartford Elementary	8:00 am – 10:00 am 12:00 pm – 2:00 pm	10:00 am – 12:00 pm 2:00 pm – 4:00 pm
Humboldt Elementary	8:00 am – 10:00 am 12:00 pm – 2:00 pm	10:00 am – 12:00 pm 2:00 pm – 4:00 pm
Becker Center (2 slots)	8:00 am – 10:00 am	10:00 am – 12:00 pm
	12:00 pm - 2:00 pm	2:00 pm - 4:00 pm

1. Practices may be scheduled Monday through Saturday.
2. Every effort should be made to avoid using the Multipurpose Room or Wrestling Room on nights when home varsity events are being held. Supervisors on these nights should make participants aware of guidelines for usage during these home events.
3. **The Multipurpose Room (gym) will be checked out to those individuals requiring lower hoops. Arrangements needed by individuals/teams needing this option will be made.**
4. At no time will practices be scheduled before 6:00 PM.
5. Scheduled/Rescheduled school events take precedence over all other activities when conflicts occur.
6. Each group will be allowed to practice once per week and once on Saturday. The group supervisor may check with the school's facility scheduler on a weekly basis to schedule 1 additional time. That additional time slot would only be for a week at a time. Note: Please let the office know if you do not need your assigned time each week.
7. Baseball/Softball practices will not be allowed with the exception of high school club programs practicing at Hartford Elementary.

8. The West Central facilities will not be reserved during the summer months by outside groups.
9. Outside groups must supply their own balls and equipment unless permission noted with staff.
10. Specific school events may result in facilities being closed. Parent/Teacher Conferences would be an example. Groups will be notified if the facilities will be closed for an event.
11. Facilities are available to all traveling teams and club teams, comprised of “in District” members (unless out-of-district players are assigned by a league), in all sports in all grades unless otherwise noted in this policy or regulated in this policy. High School sports that have a season governed by the SDHSAA may not check out the facilities during that season. A sport can be denied use by the Superintendent if determined that there is potential for damage as a result of the sport’s activities.

Revised 9/05, 1-12-15

WEST CENTRAL SCHOOL DISTRICT