

SCHOOL FACILITIES – USE OF

The Board of Trustees encourages the use of school buildings and facilities by community groups whenever such use (1) will not interfere with regular school or school-sponsored programs or activities, (2) will not disrupt planned maintenance procedures, and (3) is in accordance with the policies and regulations of the District.

The Board shall establish a fee or rental schedule for the use of school facilities. Rental fees may be waived by the Superintendent, upon the recommendation of the Coordinator of Business Services, for groups using facilities at times when they are normally open and if, in his/her judgment, no special custodial services are needed for either supervision or safety.

The Coordinator of Business Services, in coordination with the building principal and the Coordinator of Support Services, shall schedule the use of any District facility after determining the availability of the facility and reviewing the request as to purpose and integrity of the organization making the request. If the Coordinator of Business Services denies the request, the organization may appeal the decision to the Superintendent.

Whenever any group or organization is permitted to use a District facility or equipment, the Coordinator of Business Services shall determine the type of supervision necessary for the activity and assess the cost deemed appropriate.

An officer or other responsible representative of the organization requesting use of a District facility must agree in writing to indemnify the District for any damages sustained by such use of school property.

The facility will not be considered rented until all the required paperwork is received by the school district business office and payment (if required) of rental fee has been received by the school district business office.

Conditions of Use

Permission shall not be granted for the use of any District facility or equipment which would in any manner whatsoever interfere with or impede the conduct of school activities.

No school or facility of the District shall be used for any purpose which could result in picketing, rioting, disturbance of the peace, or damage to property, or for any activity which would cast, in any manner whatsoever through its content, an inappropriate reflection upon the race, creed, or color of any citizen of the United States.

No permission for use of any District building or facility shall be granted for meetings or activities of any group whose purpose is to subvert or overthrow by violent or unlawful means the government of the United States or the State of Wyoming.

Alcoholic beverages and/or illegal drugs are not allowed on school grounds or within District facilities at any time.

Use of tobacco is prohibited on school grounds and within all facilities of the District.

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No school building or District facility shall be used for any purpose prohibited by law.

The Board of Trustees reserves the right to deny or cancel permission for use of any District facility if danger exists that public disorder or possible damage to school property may result from the proposed use.

RESPONSIBILITY FOR FACILITY USE

All persons and groups using or renting school premises or property shall (1) conform to all District safety regulations (i.e., electrical, fire, etc.) and (2) assume responsibility for all damages that occur while said property or premises are being used or rented. The user shall pay the cost that may be incurred by the District in making needed repairs and replacements.

INSURANCE REQUIREMENTS*

Any individual, group, or organization using school property as provided under this Administrative Regulation/Operating Procedure or for other purposes shall hold the Board of Trustees, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during, or be in any way caused by, such use or occupancy of school property. When using school facilities, those organizations will be required to furnish satisfactory liability protection.

In all cases, the using organization shall be required to furnish aggregate claims and specific occurrence insurance, naming Park County School District #1 as an additional insured, in the following amounts:

Aggregate claims	\$1,000,000.00
Specific occurrence	500,000.00

Evidence of the required insurance coverage shall be filed with the District's Coordinator of Business Services.

*In those instances when fees are charged to underwrite costs of offering the program and the primary focus of the activity is skill development, the Superintendent may reduce or waive the insurance requirement.

SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES

CLASS I -- Student organizations, classes, clubs, teacher organizations, school-affiliated parent organizations, Northwest College, Powell Recreation District, or similar organizations having a direct connection with education when these groups are sponsoring activities for which no admission is charged.

No Rental Fee

Charges may be assessed for custodial services (as outlined in a following paragraph), depending on the nature and time of the event.

CLASS II -- Northwest College and Powell Recreation District when sponsoring activities for which admission is charged.

Auditorium	\$75.00
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High School or Middle School Gymnasium	
Minimum charge per session or game	\$75.00
Charge for two games	\$90.00
Elementary Multi-Purpose Rooms (including Clark)	\$40.00

Charges listed above include lights and heat only; cost for custodial services and other special personnel is outlined in a following paragraph and will be charged in addition to the rental fee. The listed charge covers a session from one (1) to four (4) hours; there will be a charge of \$10.00 per each additional hour.

CLASS III -- Civic clubs, charitable and character-building organizations, non-profit organizations, religious groups, and other organized groups, conducting meetings devoted to community interest or child welfare and for which no admission/and or participant/entry fee is charged.

Classroom	\$10.00
High School or Middle School Gymnasium	\$50.00
Auditorium	\$50.00
Elementary Multi-Purpose Rooms (including Clark)	\$40.00
Cafeteria (required presence of one cafeteria employee as supervisor)	\$40.00

Charges listed above include lights and heat only; cost for custodial services and other special personnel is outlined in a following paragraph and will be charged in addition to the rental fee. The listed charge covers a session from one (1) hour to four (4) hours; there will be a charge of \$10.00 per each additional hour.

CLASS IV -- All other civic, fraternal, religious, political, service organizations, etc., sponsoring events for which admission is charged. (•)

Auditorium	\$150.00
High School Gymnasium or Middle School Gymnasium	\$150.00
Elementary Multi-Purpose Rooms (including Clark)	\$75.00

Charges listed above include lights and heat only; cost for custodial services and other special personnel is outlined in a following paragraph and will be charged in addition to the rental fee. The listed charge covers a session from one (1) to four (4) hours; there will be a charge of \$10.00 per each additional hour.

(•) In those instances when fees are charged to underwrite costs of offering the program and the primary focus of the activity is skill development, the Superintendent may reduce or waive the rental fee requirement.

Custodial fees and fees for special personnel: The District will determine the assignment and number of the staff that are necessary to cover the event.

Custodian -- actual cost including benefits (normally, overtime rate applies)

Operator for special lighting/sound -- as per current wage schedule for certified staff/non-student time.

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Student assisting at auditorium -- as per current wage schedule

Cafeteria supervisor -- actual cost including benefits

Other personnel as approved by the Coordinator of Business Services -- actual cost(s)

ADDITIONAL INFORMATION

There may be instances where no district staff members are available particularly around school closures for breaks or paid holidays. In that case, rental may be denied on those grounds.

School cafeterias shall be available only when groups are so large that they cannot be accommodated in any other facility in Powell.

Cafeteria personnel shall be available to supervise and prepare food. Actual costs shall be charged for this service.

ALL SCHOOL ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES.

ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT OR COORDINATOR OF BUSINESS SERVICES.

Revised: 3/10/2015

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