

**SCOTTSBLUFF PUBLIC SCHOOLS**  
**Scottsbluff, Nebraska**

**USE OF SCHOOL FACILITIES - Rules & Regulations**

1. Custody--The custody of all school facilities is placed with the Superintendent of Schools, subject to the supervision of the board.
  
2. Responsibilities
  - A. Principal (or designee)
    1. Shall be responsible for maintaining proper relationships with those organizations, which make application to use the school.
    2. Will maintain a complete schedule of use for the building for which he is responsible, endeavoring to prevent conflicts and to guarantee first priority to the school and its related organizations.
    3. Use of the facility is not approved unless:
      - a. Principal's signature is secured.
      - b. Application has been filed and approved by the Director of Activities.
    4. Will also process all applications for rental, provide the required custodial support, and insure compliance with board policies and these regulations.
    5. Is responsible for processing and approving all applications that meet the following requirements:
      - a. Comply with board regulations and policies.
      - b. Scheduling for the succeeding school year may be done on or after March 1, to ensure scheduling school activities first.
  
  - B. Director of Activities
    1. Will maintain a master schedule of use for all school facilities.
    2. Will also resolve all conflicts pertaining to qualifications of user groups and rental fees to be charged (in consultation with the Director of Business Services when necessary).
    3. Coordinate all building utilization through the building principals.
    4. Will process all applications beyond the approval authority of the principal.
  
  - C. Director of Business Services
    1. Will maintain current operating and maintenance costs for each facility.
    2. Will make the final determination on any requirement for special maintenance procedures that are required and all rental conflicts.
    3. The collection of all fees associated with each rental will be done by the Director of Business Services.
  
  - D. Building Custodian
    1. Will be on duty at all times when a school facility is used by any group (if deemed necessary by principal or administrator); that the custodian is responsible for opening and closing the building, policing it, and cleaning the premises after use.

2. Will operate all boilers, ventilating equipment, room lights (excluding theatrical lighting), and installed plant equipment.
3. Will not be required to help load or unload equipment.

E. Using Organization

1. The sponsoring head of the group or organization using the facilities must also be on duty to supervise the group. (This may be amended in some instances to allow another responsible adult member of the organization to assume these duties.)
2. The organization using a facility will be responsible for the proper care of the school property. Any damage must be paid for by the group using the facility.
3. The organizational representative of any group that requests to use a facility must provide certificate of insurance.

3. Priorities for Use--The priorities for use of school facilities are as follows:

- A. Activities and programs of the Scottsbluff School District directly related to the instructional and educational program of the District.
- B. Events or activities (a) designed to serve the youth and citizens or the individual school community which are planned and directed by school-attached groups, and (b) connected with a community recreation program.
- C. Use by community organizations whose primary purpose is service to youth, or, through the use of school facilities, is the improvement of the general welfare of the community and where no admission is charged.
- D. Use by civic and service groups whose purpose, through the use of school facilities, is to improve the general welfare of the community and where admission is charged and whose net receipts are expended for the welfare of the pupils or charitable purposes.
- E. Use by individuals or groups who are eligible to rent the facilities for legitimate purposes and whose net receipts are not expended for welfare of the pupils or charitable purposes.

4. Application and Permits

A. Applications

1. All groups shall submit applications for use of school or grounds to the principal of the school on forms provided for that purpose. Applications for the use of school buildings or grounds must be completed and submitted to the principal or designee at least one week prior to the date of requested use. In the event the principal is not available (such as in the case of new schools or during the summer months), the application shall be submitted to the Director of Activities.
2. Groups holding regular meetings throughout the year need file only one application at the beginning of each fiscal year. However, special events of such groups must be covered by separate applications whenever they occur.

3. All applications will be processed according to the date of receipt of the application.
  4. Extended use of facilities for activities must have Board of Education approval.
- B. Processing Applications
1. The principal or designee will prepare all applications and require the potential renter to sign the completed application.
  2. The signed and completed application is forwarded to the Director of Activities for final approval.
  3. The use of more than one facility will be forwarded to the Director of Activities for processing.
  4. Applications beyond the approval authority of the principal will be forwarded to the Director of Activities for processing.
    - a) The building principal or authorized administrator completes the top portion of the 4-part form.
    - b) The first 2 parts of the partially completed form are forwarded to the Director of Activities for completion and scheduling.
    - c) When all fees are calculated, the first copy is sent to the Director of Business Services for billing.
  5. The Application/Permit is processed as follows:
- C. Permits (The Approved Application)
1. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
  2. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and denial of any permits in the future.
  3. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
  4. Once a permit has been issued, it can be cancelled by the Board of Education and/or superintendent (or designee) for cause or when such cancellation is in the best interest of the public.
  5. An applicant group may also cancel its permit without penalty, provided notice of cancellation is given to school authorities forty-eight (48) hours prior to scheduled use.

5. Liability for Damage--Any group or organization using school property shall save the Scottsbluff School District Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by an outside group, the amount of damage shall be decided by the principal in consultation with the Director of Business Services.
6. Certification of Insurance--The using organization shall furnish the School District of Scottsbluff, prior to the use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than \$500,000 per each occurrence and \$100,000 for property damage coverage.
7. Fees
  - A. General
    1. All fees and/or rentals will be based upon the attached Rental Schedule on page 10.
    2. Fees are due upon receipt of the bill. The only exception will be when it is so stated in the permit.
    3. Fees will be delinquent thirty (30) days from date of billing. Failure to comply will preclude future rentals.
    4. Collection of fees is made by the Business Office located at the Administration Building, 2601 Broadway. Make checks payable to Scottsbluff Public Schools.
    5. In no case will checks or money orders be made to individuals. The only authorized "Payee" is the Scottsbluff Public Schools.
    6. Special Fees--Special fees will be charged for necessary technical and supervisory service, extra preparation, utilization of kitchen facilities, stage equipment, athletic equipment, projectors or amplifying equipment. The cost of these special fees will be added to the regular fee.
    7. Custodial fees are estimated at the time of application, but after the use is complete, actual custodial hours are charged at the rate shown on the rate schedule.
    8. Utilization of Kitchen Facilities -- Definition: The kitchen is defined as the food preparation and serving area. The cafeteria is the eating area.
      - a. Any use of the kitchen area is to be approved by the cafeteria manager and the procedures for banquets, etc., followed.
      - b. If a serving area is needed without the use of the kitchen facilities, tables should be set up within the eating area.

## 8. Equipment

- A. Any school equipment such as musical instruments, etc., may not be loaned or rented for use outside of the school location without special permission from the Superintendent or Director of Business Services (school board policy). Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by school personnel, the cost of which will be added to the regular fee as a special fee, i.e., light panel, spots, movie projector, etc.
- B. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on to school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the board.

## 9. Categories of Activities and Fees

### A. General

- 1. Non-school groups pay rental based on the costs to the Board of Education for supervision, custodial services, utilities, and other operating expenses incident to facility use to fixed amounts for each type of facility and the services required for it.
  - 2. The most common types of activities are categorized below. In the event organizations or activities are not categorized, the principal will contact the Director of Activities to determine the correct category and rental schedule.
  - 3. The fee categories are defined for rental fees (designated as Class I, II, III, & IV). If applicable, special and custodial fees (minimum recovery rate) are in addition to the rental fee. These rates are also outlined on the rental fee schedule.
- B. Class I Activities--Will not be charged for rental or utilization of facilities. This category includes the following activities:
- 1. PTA meetings and activities.
  - 2. Scottsbluff teachers and educational association meetings.
  - 3. Student clubs, organizations, teams, and group meetings with employee supervision.
  - 4. School District sponsored meetings and activities.
  - 5. School committee meetings.
  - 6. Councils of school association meetings.
- C. Class II Activities--Will be charged the minimum recovery rate without rental fee. The custodial need and fee may be waived by the building principal.
- 1. Adult Education.
  - 2. 4-H Club meetings.
  - 3. Boys and Girls Scout and Campfire meeting at all levels.
  - 4. City Parks and Recreation Activities.

- D. Class III Activities--Will be charged the minimum recovery rate and rental fee. The custodial fee is charged if custodial service is required outside of the normal work day. Otherwise, the fee may be waived. No admission or collection is taken or display fee received. This category includes the following activities:
1. Activities or meetings of local charitable, philanthropic, and cultural groups. Service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare.
  2. Mass meetings called by public authorities.
  3. County, State, or Federal government groups.
  4. Community service groups such as hospitals, fire departments, etc.
  5. Public meetings and other similar organizations that are community-wide in scope and membership.
  6. Community athletic groups which are not sponsored by the City Parks and Recreation Department.
  7. Religious group activities.
- E. Class IV Activities--Will be charged the school district's total recovery rate which is the custodial fee, rental fee, and special fees. This category includes the following activities:
1. Corporation, companies or individual enterprises that operate for a profit.
  2. Recitals for commercial teachers of dance, music, baton twirling, etc.
  3. Political group activities.

**RULES AND REGULATIONS GOVERNING USE  
OF SCHOOL FACILITIES**

1. In general, this usage will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices, so as to reduce interference with the school program, and to protect school and pupil supplies, instructional materials, and exhibits from being disturbed or destroyed.
2. The use of buildings, by outside organizations, should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal. The hours of use by outside organizations shall normally be restricted to the period from one hour after the school day ends to midnight on weekdays and on Saturdays and Sundays from 8:30 a.m. to midnight.
3. Approved community activities include, but are not limited to: evening and Saturday classes, dinners, concerts, carnivals, dramas, book festivals, art festivals, dances, parties, meetings of organizations, and athletic or recreational games,

contests, sports, or activities.

4. The School District reserves the right to deny the use of facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the School District reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.
5. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, will be denied use of all school facilities.
6. Simultaneous multiple uses of a building may be refused by the principal, to assure adequate parking and other service facilities.
7. School facilities **will not be available for use by rental groups on the following holidays**: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day. Weekends and non-school days are available on a limited basis, depending upon the availability of school personnel.
- \*8. Sunday use of facilities is discouraged for purposes of practice, rehearsal, or general activity that does not promote suitable entertainment for the general public. Such activity will be at the discretion of the District's Activities Director, who maintains the Master Calendar Schedule. Performances prior to 1:30 p.m. on Sundays will be discouraged.
9. No School facility is to be used for any other purpose or in any other way than its design use, without expressed written permission.
10. No School facility building or grounds will be used for unlawful purposes.
11. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
12. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of race, creed, color, sex, or National origin.
13. Any activity that may be injurious to the buildings, grounds or equipment will not be permitted.
14. All use of Schools by outside groups shall be automatically cancelled when Schools must be closed due to inclement weather or other emergency conditions.

15. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others and for any uninsured injury or damage to School personnel or property in connection with use of School facilities; must agree to save the School Board harmless in the event of any injury or damage, and must reimburse the School District for any damage.
16. A School custodian or a representative of the Principal is required to be on duty during the use of any School facility.
17. Adequate adult supervision must be provided for each activity.
18. The use of alcoholic beverages in School buildings or on School grounds is prohibited.
19. Gambling is prohibited in School facilities.
20. Tobacco use or smoking, in School buildings or on School grounds, is prohibited (see Policies #1006.02)
21. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, and other similar parties.
22. No ticket selling, for any event, or the sale of merchandise or food is permitted without written approval on the permit.
23. The gymnasium will not be used for dances without special provisions and permission. Use of gymnasiums requires use of proper footwear to prevent damage to floors. No baseball batting practice is permitted in gymnasiums. Unauthorized use of gymnasium apparatus is strictly forbidden.
24. All adult recreation programs (such as square dancing/folk dancing) must be sponsored by organized public recreation departments, if the services of such recreation departments are available.
25. In centrally air conditioned Schools, certain regulations must be observed: **1)** if the use occurs when the air conditioning system is normally functioning, the system will be kept in operation; **2)** if the use occurs when the air conditioning system is normally turned off, it will not be turned on. The same is true for the automatic set-

back of the heat system.

26. Special permission must be obtained for decorating, installing scenery, moving furniture, etc.
27. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
28. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the School or School PTA.
29. Scenery, decoration, or equipment, provided by the holder of a permit, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the District at the expense of the holder of the permit.
30. Auditoriums and Theaters: Curtains should never be tied up on the battens. No equipment may be used, removed, or relocated without permission of the principal. (This includes movie screens, curtains, spotlights, etc.) Lighting for stages is set up for regular use. Organizations may not use the stage areas without some member of the staff or a custodian in supervision.
31. The operations of secondary kitchens and cafeterias must be supervised by the cafeteria manager. Normally, school district cooks will prepare food. However, exceptions may be granted.
32. Permission for the use of the kitchen facilities must be approved by the Director of Business Services. An application is available from secondary cafeteria managers and Director of Business Services.
33. Food or beverage is prohibited in the auditorium.
34. Seating capacity limits (as per rental fee schedule) are not ever to be exceeded due to state fire regulations.

**SCHOOL RENTAL FEES**

	<u>Capacity</u>	<u>CLASS IV</u>	<u>CLASS III</u>
<u>Cafeteria</u> (All Buildings)			
As a Meeting Place	330 SH	50	25
Meal & Banquet Meeting (Use of Kitchen)	250 MS (Contact Director of Business and Refer To Banquet Regulations)		
<u>Classrooms</u> (All Buildings)		30	15
<u>Senior High School</u>			
Auditorium	968	300	100
Additional Performance/ Matinee, Same Day		95	50
Rehearsals		50	30
Gymnasium	2,040	300	100
Lecture Hall	236	40	20
Bearcat Stadium		800	250
<u>Middle School</u>			
Gymnasium	990	300	100
Auditorium & Gymnasium		500	250
Auditorium	990	250	100
Additional Performance/ Matinee, Same Day		75	50
Rehearsals		50	30
<u>Elementary Schools</u>			

Multipurpose Room  
(included under 'Cafeteria' above)

Media Centers

Not to be rented.

SPECIAL FEES

Spots:	\$15
Gelatins: 4 scoop lights	\$20 as is
4 strip lights	\$40 if we re-gel
front baton of fresnel lights:	
	\$25 as is (general lighting)
	\$50 if we re-gel
2nd baton of fresnel lights:	
	\$20 as is
	\$40 if we re-gel
beam ports/cove lights:	\$25 as is
	\$50 if we re-gel
Additional projection equipment:	\$10 per unit + cost of bulb
Piano/Organ:	\$25 per rental plus tuning @ user's request
Computer Console Technician*:	
qualified technician director:	no charge
school technician director	\$25 one performance (3 hrs or less)
	\$20 one rehearsal (4 hrs or less)
special programming required	\$ 5 per hour
spots technician fee	\$ 4 per hour per person

**\* ALL OUTSIDE TECHNICIANS MUST HAVE SCHOOL APPROVAL**

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CUSTODIAL FEES: (minimum of one hour)

**Hourly fee includes fringe benefits and will be established according to salary negotiations and adjusted September 1 of each year.**

Approved: 12/09/02

Reviewed:

Revised: