

Adopted: September 1, 1998
Revised: April 12, 2010

HEARTLAND COMMUNITY SCHOOLS
BOARD OF EDUCATION POLICY: KCC

USE OF SCHOOL FACILITIES

All use of school facilities shall be subject to rules and regulations stated by the superintendent or employees to whom the superintendent has delegated authority for the supervision of school facilities. In the use of school facilities, the following priorities shall prevail:

1. Requirements of school programs will receive priority over all other considerations in the assignment of use of school facilities.
2. Programs offered for continuing education of the district's citizens or employees will take precedence over non-educational programs.
3. Programs and meetings of school-related organizations will be given priority over programs and meetings of non-school related organizations.
4. Programs and meetings of approved student groups will be given priority over programs and meetings of adult groups.
5. Programs and meetings of other public agencies, when such programs or meetings are open to the public on a community wide basis, will be given priority over programs and meetings of groups which are special membership groups.

All use of school facilities by non-school groups shall require prior approval by the superintendent or designee for use of requested facilities. Approval for use shall specify any restrictions on use, any fee to be charged, and shall include provision for replacement or repair of any facilities or equipment lost or damaged by the non-school group using school facilities. All facility use by non-school groups shall adhere to the NSAA Bylaws.

WEEKEND USE OF FACILITIES

The use of school facilities on weekends by non-school groups must receive prior approval by the superintendent with arrangements made at least two weeks in advance. Eligible groups renting the facility shall pay a rate as established by the Board of Education. No Sunday activity may begin before 1:00 p.m. and must conclude by 6:00 p.m.

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HEARTLAND COMMUNITY SCHOOLS
BOARD OF EDUCATION POLICY: KCCD

NON-SCHOOL GROUPS OR PERSONS ELIGIBLE TO RENT

The following may be permitted to rent or use school facilities when ever such does not interfere with the normal and usual work of the school:

1. Organizations with responsible officers residing in the district.
2. Political parties eligible to file candidates for election to state governmental offices.
3. Candidate(s) for a county, state, or national office whose name(s) will appear on the next ballot.
4. Representatives or committees of other governmental agencies who are conducting hearings or presenting some governmental action affecting local citizens.
5. Other local groups when engaged in carrying out its program for residents of the community.

No activity of a lewd or morally objectionable nature, or which advocates unlawful violence or rebellion will be permitted.

Any organization or group using school facilities shall designate one member of its organization or groups as "chairman", charged with the responsibility for the use of the facilities.

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HEARTLAND COMMUNITY SCHOOLS
BOARD OF EDUCATION POLICY: KCCG

FAMILY REUNIONS

The school cafeteria kitchen(s) will be available to residents of the district for family reunions, family picnics, etc., provided arrangements are made at least two (2) weeks in advance, indicating the chairman or person responsible for the group.

~~The rental rate shall be the rate as set by the Board of Education. The kitchen proper may be used for a limited basis without charge.~~

~~The kitchen~~ The cafeteria seating area may be used at no charge to serve light refreshments, provided the group uses its own utensils, and leaves conditions as they were. Whenever school owned kitchen appliances and utensils are used, one of the regular kitchen personnel must be present and an additional charge as set by the Board of Education shall be made.

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BOARD OF EDUCATION POLICY: KCCH

RENTAL CHARGES FOR USE OF FACILITIES

Following charges applicable to a one-session, one use arrangements.

GYMNASIUMS, CLASSROOMS: Hospital meetings, 4-H Clubs, Community Services organizations and Church groups are exempt from payment schedule as long as no added custodial service or duty is required. When rental is outside regular custodial hours, the rate shall be that set by the Board of Education. Should school janitorial services be required, the group will pay the staff at \$25 per hour.

Non-profit organizations or groups, or persons eligible according to KCCD shall pay a rate as established by the Board of Education. Profit-seeking businesses, organizations, or persons, eligible according to KCCD shall pay a rate as established by the Board of Education.

KITCHEN: The school kitchen will be available to eligible groups at the rate set by the Board of Education. One of the regular school lunch personnel must be present when school equipment and utensils are used. This additional cost of \$25 per hour will be added to the rental rate. ~~†~~ The cafeteria seating areas may be used without additional charge for serving refreshments (coffee, etc.) using as long as the group uses their own utensils and provided the room is left in the same condition as it was found. Custodial fees may be assessed for post event cleaning.

<u>Rental Space</u>	<u>Rate per event</u>
<u>Gymnasium (per gym)</u>	<u>\$50.00 for 1st 4 hours + Hourly Rate for additional</u>
<u>Auditorium/Theater</u>	<u>\$50.00 for 1st 4 hours + Hourly Rate for additional</u>
<u>Cafeteria seating area</u>	<u>\$25.00 for 1st 4 hours + Hourly Rate for additional</u>
<u>Commons areas</u>	<u>\$25.00 for 1st 4 hours + Hourly Rate for additional</u>
<u>Kitchen</u>	<u>\$25.00 for 1st 4 hours + Hourly Rate for additional + cost of personnel at \$25 per hour</u>
<u>Football Field</u>	<u>\$25.00 for 1st 4 hours + Hourly Rate for additional</u>
<u>Track</u>	<u>\$250 per track meet</u>
<u>Classrooms</u>	<u>\$5.00 per hour</u>

Hourly Rates for Time Beyond Normal School Hours or 4-hour rental

<u>Group</u>	<u>Hourly Rate</u>
<u>Eligible Community groups</u>	<u>\$6.00/hr.</u>
<u>Eligible Non-profit organizations</u>	<u>\$6.50/hr.</u>
<u>Profit seeking individuals or groups</u>	<u>\$7.00/hr.</u>