

REGULATIONS FOR USE OF USD 434 SANTA FE TRAIL SCHOOL FACILITIES

1. School-sponsored and community/recreational activities have first priority for facility use.
2. When facilities are not in use for school activities and community/recreational, they are available to organizations, teams, and groups from the Santa Fe Trail School District, subject to the discretion of the USD 434 Santa Fe Trail BOE. The district office will establish 3 facility use sessions during the school year. Sessions will be for an hour and a half at a time, a duration of 8 weeks, at the cost of \$200 per session. The availability and allowed activities of facilities will be determined by the district office.
3. The board delegates to the district office the authority to approve or disapprove requests for the use of school facilities. Permission to use school facilities may be granted under the following guidelines:
 - a. A written form, available from the district office, must be completed and approved.
 - b. Teams wanting to use the gyms for practice must have at least 80% of their team made up of students from USD 434 Santa Fe Trail unless following KSHSAA regulations.
 - c. There must be 1 adult for every 10 students.
4. If an activity is profit-making, a fee may be required according to printed board regulation.
5. Any expenses incurred by the district, other than utilities, must be reimbursed by the users. This includes any damage to district equipment and/or facilities.
6. USD 434 Santa Fe Trail patrons are limited to 1 session per activity period.
7. FOB (keys) rental is \$25 and is refundable when the key is returned to the office. FOBS are assigned to the requesting individuals and should not be transferred or shared with other persons without the express consent and knowledge of the District Office or Principal at the requested facility.
8. The district's top priority is the safety of students, staff, families, and facilities. It is the responsibility of patrons renting the facilities to supervise all parties, secure doors at all times, and work with administration on the intrusion system controls. Doors are not to be propped open for any reason and patrons are only to be in the areas rented.
9. All patrons renting facilities are asked to ensure that rented spaces are free of trash, equipment, or other items that were brought to the schools. Please make sure lights are turned off and doors locked and secured. FOBS will not be activated until payment and deposit are received.
10. FOBS are not to be given to anyone other than the persons who signed as responsible party. The FOB could be deactivated and deposit non-refundable due to abuse of facilities and disregard of regulations.

The signature below reflects the individual who will be responsible for the group or individual. By signing this application, the signee, on behalf of the group or individual, accepts all responsibility for accidents or injury to persons using USD 434 Santa Fe Trail facilities under this agreement and indemnifies USD 434 Santa Fe Trail, its officers, and employees, from claims or loss, damage, or injury.

Signature

Date

USD 434 Santa Fe Trail Facility Request Form

USD 434 Santa Fe Trail Facility Request and fees Date: _____

Date Received by USD 434 Santa Fe Trail: _____

Person making request: _____

Group/Individual Involved: _____

Contact person responsible for facility: _____

Telephone: _____ Address: _____

Email address: _____

Number in Group _____ How many participants live in USD 434 district? _____

Equipment requested _____

FACILITY FEES - Weekend dates, \$300 per day (8 hours) for the use of Gyms (additional \$30 per hour beyond 8-hour use). Individual use rates for other district facilities will be \$20 per hour for weeknights and weekend hourly rates will be \$30 per hour, capped at \$200 for 8 hours (additional hours at \$20 per hour). **In Lieu of fees, groups may volunteer for cleaning services post school athletic/activity events. The district requires groups to volunteer at 4 events to waive fees.**

SCHEDULE OF USAGE Session start and end dates: _____ One Time Only _____

Weekly: Mon-Tues-Wed-Thurs-Fri-Sat-Sun Time: _____

Office Use Only PAID _____ Cash _____ Check # _____ Fob Deposit: _____

FOB will not be activated until payment and deposit are received. FOB # assigned: _____

FOB deposit refunded: _____

Principal's Signature _____

District Office signoff _____

USD 434 Faculty and Staff Use

- Must adhere to the same process to use facilities that are not for USD 434 Athletics/Activities scheduled by Athletic/Activities Directors
- Fees are waived for group staff activities if all procedures and policies for facility use are followed.
- Student activities are a priority over staff use and will not interfere with those procedures.

Recreational and City Use

- Recreation Commissions and the City of Scranton will be contacted prior to each session for their need of facilities.
- The Carbondale Recreation Commission will have access to Carbondale Attendance Center.
- The Overbrook Recreation Commission will have access to the Overbrook Attendance Center.
- The City of Scranton will have access to the Scranton Attendance Center.
- Open Gym times will be reserved for Wednesday and Sunday nights if sponsored by local recreation commissions or the City of Scranton.

Community Teams & Activities

- All district students invited will be involved, or attempts will be made to do so.
- The price of participation stated in a communication to students.
- The length of activity is indicated on communication to students.
- Solicitation of participants made through district communications systems.
- Activity is not for profit.

*These teams or activities will be allowed to use district facilities, for practice, at no charge.

Private Teams & Activities

- Have tryouts to participate.
- Do not attempt to find additional ways to involve all students.
- Do not solicit through district communication system.
- Do not include the price of participation.
- Do not provide the estimated length of activity.

*These teams or activities will be considered private and will pay for the use of facilities.

Organization Fund Raising

- Use of facilities for raising funds, by any organization, will require payment for the use of facilities unless waived by the board of education or its designee.