

COLUMBIA FALLS SCHOOL DISTRICT #6

COMMUNITY RELATIONS

433OP

Use of School Facilities

Applications for use of a school facility shall first be made to the building principal. Applications for use of the District Administration Building shall be made to the superintendent. All applications shall be made on the form developed by the district business manager. The building principal shall be responsible for directing the use of spaces within his/her building based on availability and function. The superintendent has the authority to make the final decision on facility use, except in cases where School Board approval is required. Building use may be denied to any applicant for good cause.

A fee schedule applicable for the use of school facilities shall be established. For rental rate purposes, the groups seeking the use of a school facility have been divided into four categories:

- Category A      Groups in this category are basically organizations whose activity is solely for the benefit of a school and/or participating youth. This category includes School District based clubs or organizations that raise funds in support of District Six student's participation in school and non-school events and activities.
- Category B      This category includes any local group using facilities for recreational or other approved uses.
- Category C      This category includes groups, organizations or agencies based outside of School District Six and for profit applications.

Local groups or organizations seeking to use facilities for profit must gain approval from the School District Six Board of Trustees. Local groups are defined as those groups primarily made up of School District Six residents.

Outside organizations or public agencies may be granted Board approval for facility use, upon request, if deemed beneficial to the local community.

Use of the Canyon School

The Canyon School Community Center shall be made available only for non-profit, public agencies, or charitable groups. Applications for periodic use of the Canyon School Community Center shall be made to the designated building representative. Applications for long-term use of the Canyon School Community Center shall be made to the Canyon School Community Center Committee. Upon the Committee's recommendation, long-term use applications shall be considered by the Board of Trustees. All applications shall be made on the form developed by the district business manager.

Sponsoring organizations and groups using facilities shall provide sufficient competent supervision and assistance to adequately staff the scheduled activity. The amount of supervision and assistance shall be agreed upon at the time the use contract is issued. For some activities, sufficient competent supervision may include police protection to maintain good order. Good order in this instance is interpreted to mean protection of property, observance of all regulations, and an absence of people wandering into parts of the building other than those actually contracted for. When it is determined that a police presence is necessary, it shall be provided by those using the facility.

There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting or illegal gambling be permitted. Violations of this rule by any organization, group or individual during occupancy shall be sufficient cause for denying said organizations, group or individual further use of school premises.

All applicants approved to use school facilities shall hold the District free and without harm from any indemnification claim, loss or damage, including attorney fees that may arise during or be caused in any

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way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by School District Six and a bill for damage shall be presented to the group using or occupying the facility during time the loss or damage was sustained.

Use of District playing fields must be appropriate and compatible with each playing field's designed purpose and the surrounding area. Such use shall not result in construction, damage or undue wear or pose a hazard to children or others. Activities that endanger others or cause damage to fields or lawns are prohibited. Should damage to fields or lawns occur, the District will obtain restitution for said damage.

This District may require any applicant for facility use to supply liability insurance with the District named as co-insured for an amount specified by the District Business Manager. In most instances, applicants will be required to provide liability coverage in the amount of \$1,000,000. The decision regarding the requirement of insurance will be made on a case-by-case basis depending of level of risk.

A custodian or other authorized staff member must be on premises when any non-school group is using a school facility. No group may use facilities without proper staff presence.

The following janitor fees will apply when facility use is approved for a time when there is not a custodian working regularly scheduled hours:

- An overtime rate will be charged for the custodian to open, close and clean areas for the activity.
- When an authorized staff member(s) is on premises, a custodian may not be required to be on hand for the entire activity. However, in all cases a custodian will be required to open and close the facility and assure that the facility is cleaned and ready for its next use.
- Overtime hours for facility use will be set through an agreement between the individual, committee, or board approving the facility use, and the Head of Maintenance and Custodial Services. This determination must be made prior to the approval of the application and included on the application approval form.

Facilities may be used by the general public only under the direct management of persons qualified to use and care for the facility, its equipment and apparatus.

Whenever auditoriums are approved for use, competent help to handle lights and equipment must be approved prior to the approval of the application.

All equipment purchased by the Board of Trustees of School District Six is for the direct or indirect benefit of the students of the District. The Board recognizes that indiscriminate use of school equipment can render it useless for school purposes. To avoid damage to school equipment, the following policies are adopted:

- No equipment shall be removed from the school premises and used by outside agencies or individuals without the approval of the school District Six Board of Trustees.
- Only a custodian, administrator, teacher or other designated employee may allow admittance to any building. Keys are not to be given to a representative of a group using a District facility.
- The custodian or a designated school employee or individual is to secure the building after use. This responsibility includes checking lights, windows, doors, etc.

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- Each group is to use its own equipment, not that of the school, unless special arrangements are made in advance. Materials or equipment shall not be taken from student lockers or desks under any condition.
- Each group is responsible to see that only its members are admitted to the event or activity.
- In programs and contest where the public is present, the group shall be held responsible for conduct and any resulting damage.
- Proper and acceptable footwear shall be worn to insure care of floors.

Use of School Facilities

A = District use or use for the benefit of Columbia Falls School District Six youth.

Note: To qualify for a District use fee waiver, more than 50% of participants must be Columbia Falls School District Six residents or the activity must be a fund raising activity which is intended to benefit Columbia Falls School District Six students.

B = Local group use for recreational or other approved uses.

Note: A local group is made up of children or adults residing within School District Six boundaries. To qualify as a local group, more than 50% of the participants must meet the District Six resident requirement.

C = Groups, organizations or agencies based outside of School District Six boundaries and for profit applications.

Note: Category C applications must gain Board of Trustee approval. Use fees will be determined by the Board of Trustees on a case-by-case basis.

All applications for facility use must be submitted on the Facility Use Form provided by the District. Prior to approval, all appropriate fees must be detailed on the Facility Use Form and the signature of the responsible party must be secured. No application will be approved without the prior payment of all assessed fees.

<u>Category</u>	<u>A</u>	<u>B</u>
HS Gymnasium	None	\$25 per Use
Little Theater	None	\$25 per Use
HS Cafeteria	None	\$25 per use
Classroom (If equipment used +\$5)	None	\$5 per use
JH Gym & MP Room	None	\$25 per use
Ruder Gym	None	\$25 per use
Glacier Gateway Gym & MP Room	None	\$25 per use
Fields	None	\$15 per use

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Gym Uses

Block One	3:30 – 5:00 PM	School District Activity Use
Block Two	5:30 – 8:00 PM	Youth Activities
Block Three	8:00 – 10:00 PM	Adult Activities (Adult use may begin at 7:00 p.m. on Wednesday if not scheduled for student use.)

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Use of the Canyon School

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Sponsoring organizations and groups using facilities shall provide sufficient competent supervision and assistance to adequately staff the scheduled activity. The amount of supervision and assistance shall be agreed upon at the time the use contract is issued. For some activities, sufficient competent supervision may include police protection to maintain good order. Good order in this instance is interpreted to mean protection of property, observance of all regulations, and an absence of people wandering into parts of the building other than those actually contracted for. When it is determined that a police presence is necessary, it shall be provided by those using the facility.

There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting or illegal gambling be permitted. Violations of this rule by any organization, group or individual during occupancy shall be sufficient cause for denying said organizations, group or individual further use of school premises.

All applicants approved to use the Canyon School Community Center shall hold the District free and without harm from any indemnification claim, loss or damage, including attorney fees that may arise during or be caused in any way by such use or occupancy of the Canyon School Community Center. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by School District Six and a bill for damage shall be presented to the group using or occupying the facility during time the loss or damage was sustained.

This District may require any applicant for the Canyon School Community Center use to supply liability insurance with the District named as co-insured for an amount specified by the District Business Manager. In most instances, applicants will be required to provide liability coverage in the amount of \$1,000,000. The decision regarding the requirement of insurance will be made on a case-by-case basis depending of level of risk.

Use of the Canyon School Community Center playing fields must be appropriate and compatible with each playing field's designed purpose and the surrounding area. Such use shall not result in construction, damage or undue wear or pose a hazard to children or others. Activities that endanger others or cause damage to fields or lawns are prohibited. Should damage to fields or lawns occur, the District will obtain restitution for said damage.

Custodial Services: School District #6 does not supply regular custodial services to the Canyon School Community Center. Procedures regarding opening, closing and cleaning the Center will be set by the Canyon School Building Program Use Committee on a case-by-case basis.

Canyon Use Facility Fee Schedule

Due five (5) days in advance:  
Security Deposit\*        \$100.00

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Due five (5) days subsequent to use:

Classroom Utilization	\$ 5.00
Library Utilization	\$10.00
Fields/Playground	\$15.00
Gym Utilization	\$25.00
Kitchen Utilization	\$25.00

\*Security deposit shall be paid back to the user within ten (10) business days of the last time the building will be used pursuant to the dates indicated in the agreement.

The District reserves the right to deny any request.