

USE OF SCHOOL FACILITIES

Other than for school functions and school-related events (e.g., open house, back to school night, parent conferencing, class plays and musicals, etc.), persons (including District employees) or organizations who desire to use facilities will apply for permission, and their request will be processed according to this procedure and in accordance with Rapid City Area Schools District Policy KG.

A. GENERAL GUIDELINES

1. Application for use of school facilities shall be made using the process outlined in these procedures. See Section C - CLASSIFICATION AND SCHEDULING for specific information.
2. Using party will be given contact information, and will be responsible to call should there be any facility issues e.g., electrical, plumbing, heating and ventilation, or building security. Using party will make certain that unauthorized sections of the buildings are not accessed, ensure the safe, proper, and authorized use of District furniture and equipment, and will be responsible to call 911 in case of an emergency.
3. Insofar as is practical, all meetings shall close in sufficient time to clear the building by the time established by the district. If the event goes beyond the time designated in the contract, additional charges shall apply. If time allows and an event extends more than one (1) hour past its scheduled use, or cleanup takes more than one hour, or a group presents itself for use that is not listed, the custodian on duty shall contact the supervisor on duty for approval of continued coverage or use. All additional use is to be reported by the custodian who worked the event to Support Services no later than the following business day.
4. A minimum of two (2) hours shall be charged for the use of any facility or space. In addition, any use of facilities necessitating cleanup shall be charged a minimum fee for custodial time.
5. School district owned furniture and equipment shall not be removed from District facilities for loan to any individuals, groups, or organizations unless approved by the Principal, Director of Support Services or designee.
6. Equipment and furniture including, but not limited to, pianos, tables, chairs, podiums, PA systems, and audio/video equipment shall not be used or moved without the approval of the building principal or his/her designee, and/or without the knowledge of the Office of Support Services.
7. District-owned office and school supplies shall not be used.
8. The using party shall report any damage incurred, missing equipment, additional cleanup required, or other related or similar costs to Support Services the following work day after the event. Support Services shall invoice the individual or group who used the facility for any damage identified as a result of a using parties use.

9. Keys and/or security fobs may be issued or loaned on any occasion to any individual or group for any purpose for the duration of the agreement. Doors will be unlocked and locked by authorized using party only. Doors will not be blocked opened. Using party will remain on-site at all times during the event.
10. District employees have authority to order any person, persons, or groups to leave or vacate all or any portion of the school facility or grounds and may contact law enforcement to report a concern.
11. The use of school facilities may be granted to religious organizations for religious services. Facility usage for religious organizations is intended for groups that are seeking their own permanent quarters, or groups that temporarily have no quarters. Fees will be based on the Class V – Facility Cost Recovery Fee Schedule.
12. If an approval has been issued to a group for use of District facilities and it is determined that for some reason the facilities will not be available, a timely notice shall be given the applicant, including the reason for the cancellation.
13. The maximum number of people permitted in any school facility shall be restricted by the Fire Marshal.
14. The District reserves the right to require police supervision, security, or fire protection at any event whenever the building principal, the Director of Support Services/designee or the Superintendent's office deems such protection necessary. The cost for this additional supervision shall be borne by the user.
15. Organizations using District facilities other than those covered by a Joint Use Agreement with the District, are required (at their expense) to include the following statement in any and all advertising associated with the event: "This is not a Rapid City Area Schools sanctioned or sponsored event."
16. Employees have the same rights and must comply with the same procedures for the use of District facilities as any citizen. Students must have teacher or parent/guardian supervision when using District facilities.
17. It is the sole responsibility of the users of District property to comply with Federal, State, and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals and including events where serving of alcohol is allowed.

No possession, use, storage, or distribution of alcohol is permitted on Rapid City Area School premises except as specified here in:

The Rapid City Area Schools Board of Education and/or the Office of the Superintendent shall reserve the right to allow alcohol distribution subject to certain conditions.

- a. Exceptions to the prohibition of alcoholic beverages are restricted to Western Dakota Technical and the Rapid City High School/Performing Arts Center.
- b. Events must be scheduled and approved by the Rapid City Area Schools Board of Education and/or the Superintendent one month prior to date.

- c. Temporary on-sale licensing must be obtained through the City of Rapid City prior to event.
- d. The sponsoring organization or authorized person has the responsibility to ensure the compliance with the Rapid City Area Schools use policies and all legal requirements prior to, during, and after the scheduled event.

B. FEES AND PAYMENT

1. The Rapid City Area Schools Office of Support Services will receive and receipt payment for Facility Cost Recovery Fees. Payment of all fees, whether in person, or by postal mail, shall be made payable to the Rapid City Area Schools, and delivered/mailed to the Office of Support Services, on the first floor of the City/School Administration Building, 300 6th Street, Rapid City SD. 57701.
2. For "Ongoing Use", the using party shall notify Support Services a minimum of two (2) school business days prior to the scheduled use any time the using party will not be using the facility/room(s).
3. For "Ongoing Use", the using party shall immediately notify Support Services any time the using party will no longer be using the facility/room(s) for all remaining future scheduled ongoing use.
4. For "Ongoing Use", three (3) consecutive missed uses, without notification to Support Services as required by paragraphs above shall permit the District to terminate this usage agreement.

C. CLASSIFICATION AND SCHEDULING

School facilities exist for the benefit of the student and to support and enhance the educational program. The following classifications of use have been developed by the District to designate those uses most closely related to the educational process or those most likely to provide direct benefit to the students of Rapid City Area Schools. Any requested use of the school facility will be classified in accordance with the following guidelines, and facility cost recovery fees will be charged accordingly (unless waived by the Superintendent). The Superintendent or his/her designee shall make the final decision regarding classification of proposed uses.

1. Class I - School Sanctioned Activities

- a. Regular classroom activities and other school events will always have the highest priority for use.
- b. School sponsored activities for students (e.g. school clubs and dances, South Dakota High School Activities Association events, intramural sports, other after school programs).
- c. School sponsored activities for parents (e.g. plays, musicals, meetings).
 - 1) Class I activities taking place during regular custodial coverage hours shall be scheduled through the building principal. The principal or building administrator or their

designee shall be responsible for ensuring that the events are entered in to the scheduling system by the second week after the first day of school or, for unforeseen events, a minimum of two (2) weeks prior to the event.

- 2) Class I activities or District sanctioned events taking place outside, or extending past, the regular hours of custodial coverage; or school events taking place in a facility other than their own, shall be scheduled through the Office of Support Services (applicable overtime fees will apply). The Office of Buildings and Grounds will coordinate Custodial Services, and all other applicable district departments through the scheduling system.
- 3) Class I activities will not be charged for use of District facilities.

2. Class II – Joint Use Partners

- a. Entities with which the District has entered into a Joint Use Agreement (e.g. City of Rapid City Parks and Recreation Department, Pennington County, YMCA, Rapid City Library).
- b. Educational service districts (e.g. meetings and special events) serving RCAS staff.
- c. Overnight out of district school groups (only).
 - 1) Class II events shall be scheduled through the Support Services Department. The Office of Buildings and Grounds will communicate and coordinate Custodial Services and all other applicable district departments through the scheduling system.
 - 2) Joint Use activities will be charged to the extent defined in the Joint Use Agreements.
 - 3) Educational organization activities will be charged custodial overtime costs only during hours which custodians are not on duty to include access or times to clean and secure the building.

3. Class III - Civic, Service, and Educational

- a. Educational service districts (e.g. meetings and special events) not exclusively serving RCAS staff.
- b. Out-of-district school groups (all groups other than overnight visitors).
- c. State educational association meetings (e.g. music educators, reading teachers, teachers of English) not primarily serving the District's interests.
- d. Community education activities (e.g. government sponsored and other free educational events).
- e. Civic and service organizations providing direct support or service to children (e.g. YFS).

- f. Community groups sponsoring moneymaking activities that directly benefit the schools or District's students (e.g. community development groups, coaches clinics, activity camps supervised by school district employees).
- g. School-related groups and organizations (e.g. PTA, PTO, Booster Clubs, alumni group meetings, reunion tours).
- h. Youth groups (e.g. regularly scheduled meetings of the Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, teen support groups, youth sports clubs and youth sports groups).
- i. Education related state agencies (e.g. Office of the Superintendent activities, State Board of Education)
- j. Non-profit organizations conducting fund raising activities for charitable purposes (e.g. Children's Miracle Network, United Way Agencies)
- k. College classes and activities (e.g. Rapid City Area Schools Staff Development classes, evening degree programs from area colleges and universities).

4. Class IV - Recreational and Community Use

- a. Community organization meetings (e.g. neighborhood or citizen concern groups, political rallies and caucuses,).
- b. City, county, and state agencies (other than educational).
- c. Non-profit organizations conducting non-charitable fund raising activities.
- d. Non-profit organizations, civic and service groups who do not provide direct support or service to children.
- e. Youth groups (e.g. non-regularly scheduled meetings of the Boy Scouts, Girl Scouts, 4H, teen support groups).
 - 1) Class IV events shall be scheduled through the Office of Support Services. Buildings and Grounds will communicate and coordinate Custodial Services, and all other applicable district departments through the scheduling system.

5. Class V - Private Interest

- a. Private interest groups (e.g. Historical Preservation Society, Sierra Club, Ducks Unlimited).
- b. Fee based events (e.g. recitals, lectures, sports and musical entertainment).
- c. Profit-making activities (e.g. financial seminars, sales organization meetings).
- d. Religious organizations (for religious services or other church-related activities).
 - 1) Class V events shall be scheduled through Office of Support Services. Buildings and Grounds will coordinate the

Custodial Services and all other applicable district departments through the scheduling system.

D. SPECIAL CONSIDERATIONS

1. Ticket or Seat Sales

If fees are charged for events taking place in or on District owned facilities, and if said fees are intended to make a profit and not just cover the expenses of the event, the District may, at its discretion, assess an additional percentage-based fee on ticket or seat sales.

2. Games of Amusement

- a. Games of amusement as approved by State of South Dakota and the District are allowed only at charitable and money raising events of non-profit educational, civic, and service organizations. Such organizations shall be permitted to conduct games of amusement for charitable money raising purposes only.
- b. It shall be the sole responsibility of the organization(s) operating such games of amusement to conduct such games in accordance with the provisions of all existing state, local laws and ordinances. Organizations shall accept full responsibility for any violations, intentional or unintentional, of such statutes and ordinances.

3. Sanitation and Food Permits

Because district cafeterias and kitchens are considered public eating-places, it is necessary that rigid rules and regulations be followed when they are used. Organizations shall observe the following rules in the use of these facilities:

- a. Use of Kitchen Facilities
 - 1) To prevent food borne illnesses and ensure the safety of staff, students, parents and community members, access to District kitchens, and/or the use of food service equipment, dishes, or utensils is not allowed without prior approval from the Food Services Supervisor.
 - 2) Access to District kitchens and use of food service equipment, dishes, or utensils will require the presence of a qualified Food Services staff member to supervise the use, and cleaning, of the kitchen and associated equipment. Therefore, access to District kitchens is subject to the availability of a qualified Food Service worker.
 - 3) Any group or organization using a District kitchen shall be charged a reasonable fee to cover direct and/or indirect costs of operation, and shall also be responsible for the additional cost of the supervision required. A fee schedule has been developed which lists these charges.
- b. Serving of Food Products

- 1) Food sold, served, and/or consumed by groups or organizations using Rapid City Area Schools facilities must comply with the South Dakota Health Department rules, regulations, and comply with basic food sanitation procedures to ensure the safety of participants.
- 2) .
- 3) .

4. Stage Supervision and Crew

At each secondary school, a supervisor and/or one or more stage crew students will be required for the operation of auditorium stage lighting or built-in audio/video equipment or systems in any venue. Non-district lighting operators or audio/video persons will not be allowed to operate this equipment without district personnel supervising. This section does not typically apply to portable or "hand held" audio/video equipment. A fee schedule has been developed which lists these charges according to the job classification of the person required.

5. School Playgrounds, Playfields, Sioux Park Track and Field

The use of playgrounds and playfields by responsible organized groups for wholesome recreational purposes is encouraged at times when school is not in session, provided it does not unduly damage the playground or interfere with the school program or Joint Use Agreement activities. Organizations holding Joint Use Agreements with the District have priority usage for these facilities.

- 1) Playgrounds and playfields are available for use when school is not in session, on an as available basis. Parties interested in using outdoor District facilities should contact Support Services. All parties interested in using the Sioux Park Facility will contact Support Services. The District reserves the right to cancel or deny usage of all playfields in the event of weather, possible damage or over use of the fields.
- 2) Golf practice, flying motorized model airplanes, operating vehicles, or exercising animals are prohibited on school grounds. Activities must be limited so as to conform to the available space and the basic intent of the use of that area
- 3) For reasons of security, use of school playgrounds or playfields by individuals or groups is not authorized during the hours of darkness.
- 4) Private vehicles are not permitted on any school grounds except in designated driveways and parking lots. Such vehicles as may legally be permitted must be operated with extreme caution and their speed shall not exceed five (5) miles per hour on any school property.

E. LIABILITY

Any user of the Rapid City Area Schools' property shall sign a statement that indemnifies and holds harmless the District from any and all losses, including claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought against the Rapid City Area Schools by reason of any act or omission of the user. Such statement shall be made on a standard form provided by the school principal or the Support Services Department. The Rapid City Area Schools may, at its sole discretion, require satisfactory insurance certificates for certain events.