

Parker School District	NEPN Code: KG-E
Policy Reference Manual	

Rental and Use of School Facilities

A. Legal

The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Education.

B. Non-School Use of Facilities:

The use of school buildings and equipment for non-school purposes is scheduled through the Superintendent's office. This regulation applies to members of the school staff as well as to other persons who make such requests. Parker School District facilities are not available for private parties or social functions.

C. Regulations for Use of School Facilities:

1. The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Education.
2. Application for the use of school facilities shall be made through the office of the Superintendent on a regular application form and all applications shall also be approved by the Superintendent and then, if necessary, referred to the buildings and grounds committee of the School Board.
3. Lease agreements covering the leasing of space, use of facilities, use of equipment/materials, or the rendering of service shall be in writing on a "lease agreement" form in duplicate and fees are to be computed and paid when agreement is executed by both parties.
4. Rental scheduling cannot conflict with the facility's use for school purposes nor staffing conflicts. Changes in school events calendars will override previously scheduled rental agreements.
5. The Parker School District reserves the right to refuse rental of school facilities to any individual or organization.
6. Use of facilities, machinery, vehicles, etc., on an exchange basis by the City of Parker, Turner County, State of South Dakota, and federal government agencies is authorized.
7. Organizations such as Cub Scouts, Boy Scouts, Girl Scouts, etc., identified with a national organization and which supplement the district's educational processes may use facilities without rent, however, custodial costs may be assessed. This shall include parent-teacher associations serving the Parker School District, which they represent. Consideration will not be given to groups that exclude any Parker students.
8. All users of public school facilities are to be aware of the following rules and regulations:
 - (a) Adults are to accompany and be in charge of any groups using any facility.

- (b) Applicants will be required to submit a statement declaring that to the best of their knowledge their projected use is legal. Applicants requesting permission to use a school building will be held responsible for the preservation of order and for any damage to school facilities. **The person signing the application will agree to replace or pay for all damages, lost equipment or material, when directed to do so by the school administration.**
- (c) The users shall assume all responsibility and liability for any injury or damage to person or property while they are using the school's facilities, and are to have their own liability insurance policy.
- (d) Activities on school premises must be appropriate with functions customarily acceptable in the community.
- (e) The fees charged are to cover costs of operation of the facility to the district in addition to custodian's compensation as the facility is normally operated.

9. Schedule of Charges:

FACILITY	Commercial	Non-commercial	Tournament
Large Gym	\$125	\$100	\$100 a session
Small Gym	\$100	\$75	\$ 75 a session
Cafeteria Kitchen rent	\$ 50	\$25	included in lg gym
FACS Kitchen	\$ 50	\$25	
Classroom (each)	\$ 50	\$25	
Does not include custodial services, activity workers, or supervisors			
Yearly Fee for area (i.e. Just For Kix)		\$100.00	
Deposit Fee for Yearly Use - non-profit (i.e. men's/women's basketball)			\$100.00
Custodial Fees – actual cost per hour			

- 10. No use of alcohol, drugs, etc., is allowed on premises.
- 11. Right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.
- 12. This by no means is an all-inclusive list of regulations, which may be necessary for the use of facilities by an outside group.
- 13. The School Board contemplates affording use of its facilities to responsible, recognized organizations, associations, agencies, institutions and individuals of the community for appropriate civic, cultural, recreational or welfare activities which do not infringe upon, nor interfere with, the conduct and best interests of the school system. It is to be understood that school activities will take precedence over any other activity.
- 14. Any person(s) or groups using the school facilities are responsible for any and all damages that may be caused by reason of the use or occupancy, and the District shall not be liable for any suit for damages that might arise as the result of such use or occupancy.
SDCL 13-24-20
- 15. If it is necessary for the Parker School District to employ custodial help on an overtime basis, the school district may charge the hourly rate for overtime commensurate with the current custodial contract, in addition to the deposit fee. School facilities may not be used for profit-making activities unless authorized by the superintendent of schools.

D. Regulations for use of movable equipment:

School equipment may be loaned to residents of the district for use within the district provided the purpose has recognized educational or civic value and provided such lending does not deprive the students of the district of the benefits of its use for instructional purposes. All use of equipment must be approved of by the Superintendent. The use of technology equipment or equipment sensitive to movement may be prohibited.

PARKER, SOUTH DAKOTA

BUILDING USE AGREEMENT

I, the undersigned responsible person, representing _____ hereby agree to the following conditions when using Parker School District facilities:

1. Use only the facilities specified below.
2. Use only those materials specifically agreed upon with administration or athletic director.
3. Maintain adequate supervision to insure proper safety of all participants and maintenance of the building.
4. Keep out unauthorized persons. (If this is an adult activity, no children should be present)
5. Prohibit smoking and alcoholic beverages in the building.
6. Do not permit children or others to use chalkboards unless part of supervised activities.
7. Do not permit anyone to go into student desks or other personal or school related materials not provided for herein.
8. Clean the areas used prior to leaving.
9. Accept financial responsibility for any damages, broken or missing materials that occur during use of facility.
10. Report any problems to the building custodian, athletic director, or administration immediately.
11. Do not permit parking on sidewalks or other non-parking area.
12. School district will not be held liable for any accidents, personal injury or other situations of a similar nature that occur as a result of use of school facilities by the responsible party and/or others associated with the use of facilities as per this agreement.
13. Assure that building is secured when leaving – lights off, doors and windows closed and locked.

	Facility	Rate
Rental	_____	_____
Custodial Services	_____	_____
Deposit Fee if applicable	_____	_____
	Total Billing	\$ _____

Property/Liability Insurance certificate ___ is required ___ is not required

Other conditions:

Facility/Area to be used _____

Date(s) _____ Time _____

I, _____, agree to the above conditions and may be contacted if any
(print name)

questions arise, or problems occur relative to the use of the facility and accept responsibility for the carrying out of this agreement.

Signature Telephone Number

Approved by _____ Date _____

Keys Checked out: _____ Date: _____ Return date: _____

PLEASE RETAIN TOP COPY FOR YOUR RECORDS