

FACILITIES USE HANDBOOK



KEARNEY PUBLIC SCHOOLS 2018/2019

Revised January, 2018

This booklet has been designed to assist you when utilizing the Kearney Public Schools (KPS) facilities for your planned event and/or activity. The initial contact for the use of a KPS facility must be made with the individual building administrator and/or principal.

The request for facility use can be made no more than one (1) school year in advance. For purposes of facility use scheduling, the school year will be defined as August 1st to July 31st.

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Community Use of School Facilities

This handbook is adopted by the Board of Education each year. Facility Use Requests for the upcoming school year will be considered by the school district beginning on June 1st each year.

I. Custody

The custody of all facilities is placed with the Superintendent of schools.

II. Responsibilities

A. Principal

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will maintain a complete schedule, and coordinate use, of the building that he/she is responsible for endeavoring to prevent conflicts and to guarantee first priority to the school and its related activities.
3. Will process all requests for rental, notify affected personnel, and insure compliance with Board of Education policies and these regulations.
4. Will exercise preliminary approval authority on all activities.
5. Will notify the Director of Facilities, or his/her designee, of any changes in previously scheduled rental dates.
6. Will exercise approval/disapproval on the use/rental of school building equipment.
7. Will notify Facilities Department if there is a change in the name of the individual serving as the sponsoring head of the organization.

B. Director of Finance

1. Will maintain current operating and maintenance costs for each facility.

C. Director of the Facilities Department

1. Will maintain a master schedule of use for all school facilities.
2. Will verify availability on master schedule and activate new schedule.
3. Will coordinate multi-building utilization through the building principals.
4. Will schedule custodians when requested by the building Principal.
5. Will collect all fees associated with each rental agreement.
6. Will obtain a copy of proof of insurance from the using organization.

D. Custodian

1. Will be on duty at all times when a school facility is used by any group if deemed necessary by the building principal or facility director.
2. Will be responsible for opening and closing the building, policing it, and cleaning the premises as required.
3. Will not be responsible for assisting the renting representative with loading or unloading equipment.

E. Using Organization

1. The representative of the group or organization must initiate the rental request on-line (Link on KPS homepage is "Reserve a KPS Location") and provide the required insurance information on the Facility Use form.
2. The sponsoring head of the group or organization using the facility must also be on duty at the facility during such use to supervise the group. (If noted on Building Use Form, this may be amended in some instances to allow another responsible adult member of the organization to assume those duties.)
3. The organization using the facility will be responsible for the proper care of school property. The user group or organization must pay for any damage. If the past history of the organization indicates previous facility damage, a damage deposit of \$500.00 will be required and the District reserves the right to require custodial presence during the entire activity.
4. The User of the facility is responsible for not exceeding the maximum occupancy for the space(s)

- being used.
5. Custodial fees will be charged if the user did not perform the proper cleanup.

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III. Priorities of Use

- A. Order of rank will be as follows:
 1. Activities and programs (Class I activities) of the KPS District directly related to the instructional and educational programs of the district.
 2. Other events or activities (Class II activities).
- B. Access to district facilities and use of specialized equipment by district employees, for the purpose of personal physical fitness exercise programs, or the pursuit of athletic, musical, or dramatic interest, are to be authorized, scheduled, and monitored under separate procedural considerations and/or regulations consistent with the intent and spirit of these regulations. If there is an event scheduled prior to use, then the scheduled event has priority.

IV. Application, Processing and Permits

- A. Application
 1. Any individual or group representative shall direct his/her request for use of a school or school grounds to the Principal (or designee) of the school on forms provided for that purpose. Applications must be submitted to the building principal no less than two weeks prior to the date of the requested use. If the application is received less than two weeks prior to the date of the requested use applications may be denied. In the event of the Principal's (or designee's) absence, the application must be submitted to the Director of Facilities.
 2. Individuals or groups holding regular meetings throughout the year need file only one application at the beginning of each school year along with a calendar of the dates of such regular meetings. However, special events of such groups must be preceded by separate applications prior to being scheduled.
 3. Applications will not be accepted more than one school year in advance. If so, the application will be returned to the applicant without action. For purposes of facility use scheduling, the school year will be defined as August 1st to July 31st.
 4. All applications received before June 1st for the upcoming school year will be processed according to the priority designated by the category of activities (page 4). When there are multiple requests for the same space/date, the building administrator will work with the requesters to determine a solution. Final approval of the schedule will be made by the building administrator. Applications received after June 1st or during the requested school year, will be processed according to current facility availability and priority designated by the category of activities. KPS functions and activities will be given priority as determined by building administrators.
 5. Extended use of any facility for religious activities must have Board of Education or designee approval.
- B. Processing Applications
 1. The Principal or his/her designee will review and process all applications, making certain that all information has been obtained in the section of the application form for which he/she is responsible, and require the prospective user to sign the completed application.
 2. The Principal or his/her designee will exercise approval authority on all activities.
 3. The signed and completed application is to be forwarded to the Director of the Facilities Department.
 4. Any use of the kitchen area must be approved by the Food Service Director.
 5. The Application/Permit is to be processed as follows:
 - a. The building principal or authorized administrator completes the appropriate portion of the form.
 - b. After being approved by the building principal or authorized administrator the form will automatically be forwarded to the Director of Facilities for completion and activation. The requester will automatically receive an e-mail informing them of his/her activation or denial.
- C. Permits (Approved Application)
 1. The granting of a permit for the use of one part of a building or grounds confers no privileges for the

use of any facility other than those stated in the permit. It does not include any other time or times for preparation or rehearsal unless specifically stated.

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2. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and denial of any permits in the future.
3. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
4. Once a permit has been issued, it can be cancelled by the Board of Education, or Superintendent (or designee) for cause, or when such cancellation is in the best interests of the public.
5. An applicant group may also cancel its permit without penalty, provided notice of cancellation is given to school authorities no less than forty-eight (48) hours prior to scheduled use. If a forty-eight (48) hour notice is not given, a recovery fee of a minimum of \$50 may be charged, if a custodian was scheduled outside of their normal work times, except for weather related situations.

V. Liability for Damage

Any group or organization using school property shall save the KPS District Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in any way by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damage shall be determined by the Director of the Facilities Department in consultation with the building principal(s).

VI. Certificate of Insurance

The using organization shall furnish KPS, prior to use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than \$1,000,000 per occurrence, and \$100,000 for property damage, with KPS named as additional insured. The requirement for liability and property damage coverage may be waived by the Director of Finance when groups or organizations use the facility for small meeting purposes only.

VII. Fees

A. General

1. All fees and/or rentals will be based upon the attached Basic Rental Fee Schedule.
2. All fees will reflect spaces actually used even if not requested on the facility use request.
3. Fees are due upon receipt of the bill. The only exception will be when it is so stated in the permit. A late charge of 1.5% per month will be added to the bill if not paid within 30 days.
4. Fees will be delinquent 30 days from date of billing. Failure to comply will preclude future rentals.
5. Collection of fees is made by the Facilities Department, 417 East 6th St., Kearney, NE 68845. Checks are to be made payable to Kearney Public Schools.
6. In no case will checks or money orders be made payable to individual school staff.
7. Special fees may be charged for necessary technical or supervisory service, extra preparation, stage equipment, athletic equipment, scoreboard timing devices, musical instruments, projectors, amplifying equipment, or any other equipment not specifically noted. The cost of the special fees will be added to the regular fee.
8. Custodial fees are estimated at the time of application, but after use is complete, actual custodial fees are charged at the rate shown on the rate schedule.
9. Maintenance fees will be charged whenever district maintenance or grounds personnel and/or vehicles are used in transporting equipment, set-up, tear-down, and/or clean-up.
10. An hourly fee will be charged for kitchen use. A KPS employee must be present.

VIII. Equipment

- A. School equipment such as tables, chairs, musical instruments, risers, instructional equipment, etc., may not be loaned or rented for use outside the school location. Outside use of computer equipment by district employees is authorized when used to pursue a specific school project or purpose, if approved by the employee's supervisor of record. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment, when and

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where required, must be operated by school personnel, the cost of which will be added to the regular fee as a special fee, i.e., light control panel, spot lights, etc. The Superintendent or his/her designee must approve any variance.

- B. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises, must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board and School District.

IX. Categories of Activities and Fees

A. General

1. Non-school groups pay rental based on the costs to the District for supervision, custodial services, utilities, and other operating expenses incidental to facility use in fixed amounts for each type of facility and the services required for it.
2. The most common types of activities are categorized below. In the event the organization or activity is not categorized, the principal will contact the Director of Finance to determine the correct category and rental schedule.
3. The fee categories are defined for rental fees (designated as Class I, II). If applicable, special and/or custodial fees are in addition to the rental fee. These rates are also listed on the rental fee schedule. Custodial fees and/or maintenance fees may be charged even during normal school work hours.

B. Class I Activities

1. Will not be charged for rental or custodial fees. This category includes the following activities:
2. PTA meetings and activities
3. Kearney teachers and educational association meetings
4. Student clubs and/or school-sponsored meetings with employee supervision.
5. School district sponsored meetings and activities
6. Councils of school association meetings
7. NSAA and conference-sponsored or sanctioned activities or meetings
8. City Parks and Recreation activities

C. Class II Activities

1. Will be charged the custodial fee or special fees if services are needed or used.
2. All outside groups will be required to pay a fee to use facility.
 - a. For youth groups using facility for practices or meetings, fee will be \$11 an hour per individual location used. Make up of Groups/Teams must be at least 50% KPS students.
 - b. For youth events using facility for events that charge admission or take a collection, the regular fee schedule will apply.
 - c. For all other groups, the regular fee schedule will apply.
 - d. School has right to require 50% down deposit on all full fee schedule activities.

D. Use of Swimming Pool

1. Certified Life Guard must be present at all times.
2. A KHS pool operator must be on duty.
3. All outside groups will be required to have liability insurance with no exceptions.
4. Only KPS trained operators will be allowed to use timing system software/hardware.
5. Fees for life guards and pool operators will be at pay rates for individuals filling these positions.

E. Auditorium

1. A Theatre Technician is required to be present to run the sound system. Only KPS trained operators will be allowed to use this system.

F. Other Considerations

1. In general, usage will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school programs and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.

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2. The use of the building by a non-school group should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal.
3. The use of any kitchen area is strictly regulated. At no time will Kitchen use be allowed without KPS KPS Food Service personnel available to run the kitchen.
 - a. Procedures for care and cleaning of equipment must be followed.
 - b. If a serving area is needed, exclusive of the kitchen, tables may be set up in the cafeteria area.
4. Approved community activities include, but are not limited to evening and Saturday classes, concerts, carnivals, dramas, book festivals, art festivals, dances, meetings of organizations, and athletic or recreational games, contests, sports, or activities which are open to the public.
5. The Board of Education reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the Board of Education reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.
6. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, will be denied use of all school facilities.
7. School facilities shall not be used for political purposes.
8. Simultaneous multiple uses of a building may be refused by the principal to assure adequate parking and other service facilities.
9. School facilities will not be available for use by rental groups on the following holidays: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Use of the facilities on weekends and non-school days is dependent upon the availability of school personnel.
10. School facilities will not be available during the NSAA 5 day moratorium.
11. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission.
12. No school building or grounds will be used for unlawful purposes.
13. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
14. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of age, race, creed, color, sex, or national origin.
15. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds, or equipment, will not be permitted.
16. All use of schools by non-school groups will be cancelled when schools are closed due to inclement weather (including nights and weekends) or other emergency conditions unless specific permission is granted by the Director of the Facilities Department.
17. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to save the School Board harmless in the event of any injury or damage, and must reimburse the School District for any damage. In all cases, a "hold harmless" agreement must be signed.
18. If deemed necessary by the building principal or his/her designee, a school custodian or a representative of the principal is required to be on duty during the use of any school facility.
19. Keys will not be issued to the User. Anyone loaning keys assumes personal liability for any damage or loss.

20. The User Group must provide adequate adult supervision for each activity.
21. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
22. Gambling is prohibited in school facilities.
23. The use of tobacco products in school buildings or on school property is prohibited.
24. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, or sports other than school sports and other similar parties.
25. No ticket selling for any event or the sale of merchandise or food is permitted without written approval on the permit.
26. The gymnasium will not be used for dances without special provisions and permission. Use of gymnasium requires use of proper footgear to prevent damage to floors.

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27. Special permission must be obtained from the principal for decorating, installing scenery, moving furniture, etc.
28. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
29. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or on school grounds by any group, except those associated with activities sponsored or sanctioned by the school.
30. Scenery, decoration, or equipment provided by the holder of a permit, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the District at the expense of the holder of the permit.
31. Auditoriums and theaters: No equipment may be used, removed, or relocated without permission of the principal. (This includes movie screens, curtains, spotlights, etc.) Lighting for stages is set up for regular use. Organizations may not use the stage areas without some member of the staff or a custodian in supervision.
32. Food or beverage is prohibited in the seating area of the auditorium.
33. Fireworks, pyrotechnics and open flames, including candles, are not permitted except by permit from the Kearney Volunteer Fire Department and prior approval from KPS Director of Facilities.
34. Seating capacity limits (as per rental fee schedule) are never to be exceeded due to State Fire Regulations.
35. Parking is only allowed in designated areas and is strictly forbidden on grass areas, sidewalks and fire lanes. Vehicles in violation will be towed at the owner's expense.

<u>Facility</u>	<u>Capacity</u>	<u>Hr Rate</u>	<u># Hrs</u>	<u>Notes</u>	<u>Add'l</u>	<u>Other Information</u>
All Buildings						
Classrooms		\$31	2	Up to 2 hrs, per hr thereafter:	\$14	
Small meeting rooms		\$26	2	Up to 2 hrs, per hr thereafter:	\$12	Includes Conf. Rooms
Large meeting rooms		\$31	2	Up to 2 hrs, per hr thereafter:	\$14	Includes Staff Dev. Rooms
High School						
Auditorium	1000	\$577	8	Up to 8 hrs, per hr thereafter:	\$108	
Theatre Technician		\$41	1	Per hour		Required w/ Auditorium, per hr
Black Box	100	\$137	2	Up to 2 hrs, per hr thereafter:	\$52	
Auxiliary Gym	500	\$88	1	First hr, per hr thereafter:	\$52	
Main Gym	2000	\$129	1	First hr, per hr thereafter:	\$103	
Locker Rooms		\$31		Flat Fee		
Multipurpose Rooms		\$31	1	Per hour		Wrestling, Fitness, Weight Rooms
Cafeteria/Commons	600	\$155	2	Up to 2 hrs, per hr thereafter:	\$72	Kitchen w/ school personnel, \$50
Concessions		\$52	1	Per hour		
Band Room		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Vocal Music Room		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Media Center		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Computer Lab		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Forums		\$137	2	Up to 2 hrs, per hr thereafter:	\$52	
Football Field		\$206	1	Per Hour, minimum of:	\$567	
Pool		\$137	2	Up to 2 hrs, per hr thereafter:	\$52	Plus Lifeguard, Pool Operator
Track		\$82	1	Per Hour, minimum of:	\$218	
Middle Schools						
Middle School Gym	950	\$88	2	Up to 2 hrs, per hr thereafter:	\$52	
Sunrise Multipurpose Rm		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Cafeteria	300	\$126	2	Up to 2 hrs, per hr thereafter:	\$26	Kitchen w/ school personnel, \$50
Band Room		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Vocal Music Room		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	
Media Center		\$56	2	Up to 2 hrs, per hr thereafter:	\$26	

Computer Lab		\$56	2	Up to 2 hrs, per hr thereafter:	\$26
Sunrise Board Room	55	\$65	1	Per Hour	
Horizon Football Field		\$206	1	Per Hour, minimum of:	\$567
Sunrise Football Field		\$70	1	Per Hour, minimum of:	\$155
Horizon Track		\$82	1	Per Hour, minimum of:	\$218
Sunrise Track		\$70	1	Per Hour, minimum of:	\$155

Elementary Schools

Gyms	175-250	\$77	2	Up to 2 hrs, per hr thereafter:	\$41
Cafeteria	125	\$82	2	Up to 2 hrs, per hr thereafter:	\$52
Media Center		\$56	2	Up to 2 hrs, per hr thereafter:	\$26
Computer Lab		\$56	2	Up to 2 hrs, per hr thereafter:	\$26

At no time will the occupant capacity be allowed to exceed the capacity of the numbers shown.

Special Fees

Life Guard	Per Rate of Lifeguard
Spot lights	\$20 each
Stage lighting	\$20 as is
Gelatins	\$40 if we re-gel
Overhead	\$25
Grand piano (KHS)	\$50 plus tuning at user's expense (if requested)
TV/VCR/DVD	\$30
Digital Projector	\$40
Sound Shell	\$60
Risers	\$50
Sound System	\$40
Sound/Lighting Technician	\$40.00 / hour
Computer Lab Technician	\$37.00 / hour

Kitchen Fees

There will be a charge of \$50 per hour for the use of any kitchen with a minimum of one hour. This charge includes a Kearney Public Schools Bearcat Diner staff member who will be present during the usage.

Custodial/Pool Operator Fees

Per hour rate of \$31.00 with a minimum of two hours. A one-hour charge will be issued for unlocking the building and one hour charge for locking the building.

Maintenance Fees

Per hour rate of \$41.00 per employee, minimum of one hour, plus any related material costs. This fee will apply when district personnel is involved in set-up, tear-down, and/or pick-up and delivery of equipment.

Inclement Weather

\$125.00 for each piece of equipment for contracted snow removal and sanding for ice, and \$70.00 per hour per piece of equipment for Kearney Public Schools to remove snow. If the event is cancelled or rescheduled these fees will not have to be paid if Kearney Public Schools is given at least a four (4) hours' notice by calling (308) 627-1198 before the entry time listed on the Facility Use Request form.

Notice of Nondiscrimination

The Kearney Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services
320 West 24th Street
Kearney, Ne. 68845
(308) 698-8000

Employees and Others:
Director of Personnel
320 West 24th Street
Kearney, Ne. 68845
(308) 698-8011

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.