

Protocol for Use of School Facilities

Policy 707, Appendix A

[A detailed copy of District Board Policy 707: Use of School Facilities may be found at www.fortcherry.org or obtained from the Office of the Superintendent]

The following is the Fort Cherry School District Use of School Facilities Protocol:

1. Order for Facility Usage will be as follows:

Level I Organizations affiliated with Fort Cherry School District (i.e. PTA, School Sports, Arts/Music, and/or School Activities/Clubs)

Class A. Academic Related

Class B. Non Academic Related

All district sports receive priority of gymnasium utilization with those in-season receiving primary use. Utilization of all other venues is based on activity programming need(s).

Level II Nonprofit Non-School Related Community Organizations/Activities

Class A. Use of the building when no admission is charged.

Class B. Use of the building when admission is charged.

Any community organization with an in-season sport receives priority of gymnasium utilization, followed by out of season sports. Utilization of all other venues is based on activity programming need(s).

Level III For Profit Non-School Related Community

Any outside community organization may request utilization if times are reasonable and available.

Level IV Private Interest Group

Any private interest group, which holds the general community welfare in its best interest, may request utilization if times are reasonable and available.

[Due to the renovations of our gym floors, any sports team(s) requiring gym use must use appropriate indoor equipment (i.e. soft core baseballs/softballs, mats (when applicable), no cleats, and no batting unless batting cages are utilized.)]

2. School facility request must be submitted at least 14 days prior to scheduled event/activity. In addition, all associated fees may be required prior to use.
3. A district employee must be on-site for any scheduled event(s).
*Any cost associated with a district/school sponsored event/activity will be covered by the district. Any cost associated with a community or outside community organization will need to submit payment for the cost of a district employee (including over time if applicable).
4. Users must outline responsible personnel conducting, facilitating, and/or overseeing the event/activity on *FCSD Facility Request Form*. Such person(s) must remain on site while event/activity is carried out. All persons directly involved in any event/activity with children must obtain clearances (Criminal, Child Abuse, and Fingerprints) before building use will be approved. No minors are permitted in the building without proper adult supervision is present.

5. Evidence of liability insurance for each individual and/or group must be provided.
6. Security is required for any activity that involves the general public and/or includes over 100 individuals. Security must be scheduled through the District's Safety and Security Office.
*Any cost associated with a district/school sponsored event/activity will be covered by the district. Any cost associated with a community or outside community organization will need to submit payment for the cost of a Security Officer.
7. Any group utilizing a district facility is responsible for adequate and responsible use of the facility. This includes, but not limited to:
 - ~Observing all rules, regulations, procedures, and/or ordinances set forth by Federal/State/Local Law Enforcement, Fort Cherry Board of Directors, and Fort Cherry District/School Administration.
 - ~Prohibiting the use and/or distribution of flammable materials, firearms, weapons, tobacco, (legal/illegal) drugs, and/or alcohol.
 - ~Acknowledging the financial liability for any damages, cost of repairs, and/or replacement of District property. Future utilization of facilities may be contingent on level of damages.
 - ~Providing adequate and proper supervision of individuals/groups while using facility (must remain in assigned area at all times). Any concerns related to inadequate supervision may affect future utilization of facilities.
 - ~Altering of facility, equipment, and/or utility service is prohibited. Any special needs must be noted on *FCSD Facility Request Form*; additional costs may be associated based on request, need, and labor. Facility must be returned to the original condition (including original placement of furniture, equipment, and/or other items).
8. **Cancellation of facility use by requestor must occur no later than 48 hours prior to the scheduled event/activity. Building use costs will be incurred if cancellation is not received.**
9. School cancellation on the day of the permitted facility use will result in automatic cancellation. No building use costs will be incurred; all payments will result in refund/credit.
10. To check availability and schedule an event, please visit our website fortcherry.org

Penalties:

- ~Misuse of facility may result in damage fees and/or failure to utilize facility in the future.
- ~Damage of facility may result in damage fees and/or failure to utilize facility in the future.
- ~Fail to notify regarding cancellation will incur all designated fees/payments for facility, personnel, security and/or special needs.