USE / RENTAL OF SCHOOL FACILITIES

All matters relating to the use of school buildings and properties other than for school purposes shall be under the jurisdiction of the superintendent in accordance with board rules and regulations. The use of playgrounds and buildings during the summer months for recreational purposes shall be governed by the superintendent according to board rules and regulations.

Use of school facilities and/or equipment shall have prior approval by the Board of Education.

School employees do not have the authority to allow the use of school facilities to individuals and/or groups that are not school sponsored or sanctioned by the OSSAA without Board approval.

The superintendent shall recommend for adoption annually, or as necessary, a payment schedule for rental of school facilities and cause this schedule to be entered into the School Board Minutes.

This policy supersedes all others concerning rental of school facilities.

Any group wishing to use school facilities shall meet the following requirements:

1. Cafeterias are not to be used in competition with commercial eating establishments.

2. Banquets will not be permitted to be served to outside groups that are small enough to be served in local commercial establishments.

3. School cafeteria supervisors must be in charge of cafeteria kitchens when they are used by other than school groups according to the following schedule:

   A. For groups of less than 100, one supervisor will be required.
   B. For groups of 200, two supervisors will be required.
   C. For each additional 100 people or fraction thereof, one additional supervisor will be required.

4. A certified school employee must open and close and supervise in the building when used by any group.

5. The rate of pay for the custodian will be determined by the superintendent annually and/or as necessary to assure that the schools are in compliance with the Federal Fair Labor Standards Act. A fee for custodian service will be charged during the activity and also for the time required to clean up afterward.

6. All groups are liable for undue damage to equipment or buildings during rental period.

7. School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for schools exercises or functions in connection with regular schoolwork.

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8. Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off stage, except under the direction of the district personnel in charge.

9. Access to rooms or facilities (including gymnasiums), including playing fields, other than approved by application, shall not be permitted.

10. **No intoxicants or narcotics** shall be used on or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

11. **No use of tobacco products** shall be used on or about school buildings, premises, and transportation equipment, including playing fields. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

12. Juvenile organizations must have adult sponsorship and supervision.

13. The person or group receiving the permit shall be responsible in case of loss or damage.

14. No preparation shall be used on the floors at any time by groups using a building for dancing.

15. School facilities shall not be rented during the summer months except:

    A. For school student activities
    B. The high school cafeteria may be rented by outside groups.
    C. The high school football stadium may be rented by outside groups.
    D. Any rental of facilities during the summer months must be scheduled in such a manner as to permit regular summer maintenance and in the event of a conflict in scheduling the facilities will not be rented.

16. Provision for Rental of School Facilities to Altus teachers and coaches for Activities Related to Teaching/Coaching Field:

    A. The schools will not enter into any long term (more than one week) agreements for renting school facilities except those which allow Altus coaches or teachers to provide activities for school age children, the majority of which must be Altus students, such as football camps, basketball camps, tennis lessons etc.
    B. Altus teachers and coaches who rent school facilities will pay the actual cost of utilities as determined by the superintendent or his designee and will have the option of providing custodial services themselves rather than paying custodial care at the established rate.
    C. School facilities will be rented to Altus teachers and coaches (under this regulation) who utilize the facilities to compliment their teaching/extra duty assignment only i.e. a tennis coach may rent facilities to provide private tennis lessons but not other non-extra duty lessons.

17. Rates and regulations for rental of school facilities by the City of Altus will be determined on a case by case basis with agreements being entered into by

the superintendent and representatives of the city with the stipulation that the agreements may be canceled at such time as they are no longer advantageous to the Altus Schools.

18. Due to numerous school related activities and events which must be scheduled throughout the school year including the summer months, no school facilities will be rented for the purpose of family reunions, weddings etc.

19. No school facilities will be rented to individuals, groups or organizations except those existing and operating within the Altus School District.

20. No dances or dancing will be permitted except those sponsored by the parent activities councils of the secondary schools and approved by the principal.

21. School gyms will not be used by persons other than coaches or teachers (for activities related to teaching/coaching field) for any activity except basketball, except by approval of the Board of Education.

22. All functions must close by midnight unless special arrangements have been made with the school principal.

23. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such an application.

24. A calendar of specific date(s) and time(s) must be included on the application before the application will be considered by the Board.

25. It is the responsibility of the organization to provide proof of liability insurance before the application will be submitted to the Board. A copy of the organization's liability insurance shall be maintained on file in the district administration office. When requesting to rent transportation equipment, a minimum of 2 million dollars in liability insurance from an A rated or better insurance company will be required with proof of insurability provided to the Clerk of the Board of Education at least 45 days prior to the rental date.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

Non-School Hours

School buildings, property, or equipment may be made available to students or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is listed.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

ALTUS PUBLIC SCHOOLS FACILITIES USE AGREEMENT
For rental of all Cafeterias, Gyms, Athletics Fields, AHS Library, & AHS Auditorium

NOTE: ALL REQUESTS MUST BE SUBMITTED 45 DAYS IN ADVANCE OF DATE OF EVENT.

_____ _____
Date of Rental School Principal Approval Date

_____ _____
Date Facilities Use Form Submitted Date Approved by Board of Education

A. The undersigned agrees to the following conditions:
1. Be responsible for any damage to building.
2. Contact the custodian a few days before the use of the building.
3. See that no alcoholic beverages are served on the premises.
4. See that no decorations are attached to the building.
5. See that no tobacco products are used on the premises.
6. If a meal is served for a school group, contact the head cook at least one week in advance.
7. Cafeteria is not available before 2:00 in the afternoon on school days.
8. School cooks are responsible for care of equipment and kitchen facilities, demonstration and use of equipment, and to see that the kitchen is returned to proper condition for regular use. They are not required to serve, wait tables, or clean up.
9. School facilities will not be utilized on Wednesday after 5:00 p.m. or on Sunday.
10. A deposit is required to cover a minimum of 3 hours expenses for the rental of the facility, a certified school employee's salary for the supervision, the custodial services, and the cook's services if applicable.
11. Provide proof of liability insurance that meets or exceeds the same limitations as prescribed in the statute that is required by the school district before using any facility.

B. Schedule of payment:
1. Building Fee……..$100.00 per day
2. Custodian's fee……$ 25.00 per hour (minimum 3 hours)
3. Cook's fee……$ 30.00 per hour (minimum 3 hours)
4. Certified employee …… ……$ 50.00 per hour (minimum 3 hours)

(These rates reflect compliance for overtime required by the Federal Fair Labor Standards Act.)

When admission is charged, a minimum rental fee of $360.00 (three hours minimum rental at three times the hourly rate of $120.00) will be charged in lieu of the normal Building Fee. For each additional hour or portion thereof, $120.00 will be charged. Custodian's fees and cook's fees will remain the same as above. TOTAL CHARGES will be invoiced after receipt of time sheets from cook and custodian.

C. Obligations to be assumed by _____ Signed by_____
(Club or Organization) (Required for Approval)

Number of people to utilize facility _____

Person in charge of event _____

Reason for the use of facility_____

Address _____

Phone _____

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Reservations are to be submitted through the School Principal's Office, but will not be considered as final until approved by the Altus Board of Education. Thus, all Facilities Use Request Forms are due 45 days before the date of rental. All charges are to be paid to the Financial Clerk, at the Administrative Center's Office, 219 North Lee Street, Altus, Oklahoma 73521.

CAFETERIA USED:
AHS _____
AJH _____
AIS _____
ELEM _____
(Print School Name)

ATHLETIC FIELD:
_____
(Specify Field)
_____
(Specify School)

GYMNASIUM:
AHS _____
AJH _____
AIS _____
ELEM _____
(Print School Name)

OTHER:
AHS LIBRARY _____
AHS AUDITORIUM _____
OTHER (Specify) _____

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