

ADMINISTRATIVE REGULATIONS FOR COMMUNITY USE OF SCHOOL FACILITIES

Request for Information

When an organization requests the use of school facilities, they may be required to submit additional information on the purpose and objectives of the organization and on the purpose of the requested use of facilities. **All non-District organizations or groups must provide proof of liability insurance and ensure proper supervision.**

Types of Groups Authorized to Use School Facilities

1. Type A
 - a. School board sponsored meetings and activities including school-sponsored activities.
 - b. Branch or local meetings of approved local, state, national, and international professional education associations.
 - c. Activities sponsored by the Dickinson Parks and Recreation Department. The Dickinson Parks and Recreation Department shall provide, at their expense, adequate supervisory personnel for any after hour use of school buildings.
 - d. School district support staff associations.
 - e. School Parent Advisory Committee (PAC) groups and related parent groups.

Type A organizations will have free use of the facilities except additional supervisory and/or custodial fees may be charged.

2. Type B
 - a. 4-H Clubs, Boys Scouts, and Girls Scouts.
 - b. Charitable and civic organizations.
 - c. Community service organizations.
 - d. Organizations which sponsor activities which in the judgment of the Superintendent or designee will play a significant role in the community development and/or are of educational benefit to the community.
 - e. Other governmental units for the purpose of conducting business meetings.
 - f. Election polling places.
 - g. Political parties for the purpose of holding precinct or district caucuses.
 - h. Recreational activities of church related organizations.
 - i. Camps (athletic, activities, educational).
 - j. Religious organizations.
 - i. The administration will have increased intensity on facility use when use occurs during the academic day (8:00 a.m. to 4:00 p.m.) and as the age of the student becomes younger.

- ii. During the school day (8:00 a.m. to 4:00 p.m.), the elementary grades (K-5) will be closed to religious based group activities. At this age, involvement is by parental permission and initiative.
- iii. During the school day (8:00 a.m. to 4:00 p.m.), students in grades 6-12 will be open to religious based group activities as long as the following conditions are met:
 - The activity does not interfere with the academic program.
 - The program has been endorsed by the Dickinson Ministerial Association.
 - Students in grades 7-8 must have written parental permission to participate.
 - Recruiting and promotional efforts are low key.
 - The facilities are well cared for.
 - High profile, rally type activities are avoided.
 - The program is non-denominational.

Type B organizations will normally not be charged for the use of school facilities unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the schools be reimbursed for special services. When meetings are held outside of the normal operating hours of the school, charges will be made for custodial and other personnel required for the meeting. In the case of fund raising by Type B organizations, the standard rental fee will apply.

- 3. Type C
 - a. Any organization which does not qualify under Type A or Type B.
 - b. Outside organizations which sponsor recreational and entertainment programs such as films, dramas, shows, etc., where admission is charged or where the main purpose is fund raising.
 - c. Political parties for purposes other than authorized caucuses.

Type C organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will be charged if necessary.

Fee Structure

- 1. General Provisions
 - a. Type C organizations will be charged rental and custodial fees if they use a facility on a holiday, Sunday or Saturday in schools which are normally closed.
 - b. An organization will be charged actual cost for each assigned custodial/maintenance employee.
 - c. Kitchen rental rates will be determined by the building principal for each individual request. Kitchen facilities can only be used under the supervision of authorized personnel of the School District. Kitchens cannot be used to compete with private business.

- d. An organization will be charged an appropriate fee for other personnel required for security, supervisory assistance and special services.
- e. School district facilities will not be entered into competition with other existing facilities in the community designed for activity rental or lease.

2. Rental Fees for Facilities (Payment permits use for up to four hours). **All fees are subject to additional labor fees.** Additional labor fees are at a minimum rate of \$25 per hour per worker. Setting up/tearing down in some instances will require two individuals. Fees will depend on the nature of the set up and the required formation of the chairs. There may be additional fees for a worker(s) to provide sound/lighting. These fees will be determined on a case-by-case basis. If facility usage results in overtime for District employee(s), the overtime fees incurred will be in addition to all other fees.

	Facility	Room/Area	Fee
	Elementary Schools	Gymnasium	\$120.00
	Elementary Schools	Classroom	\$30.00
	Dickinson Middle School	Gymnasium	\$180.00
	Dickinson Middle School	Classroom	\$30.00
	Dickinson Middle School	Forum	\$180.00 (plus additional labor fees)
	Dickinson Middle School	Forum and Lunchroom	\$360.00 (plus additional labor fees)
	Dickinson Middle School	Lunchroom Only	\$180.00
	Dickinson Middle School	Gallery	\$75.00
	Dickinson High School	Auditorium	\$180.00
	Dickinson High School	Gymnasium	\$180.00
	Dickinson High School	Commons	\$135.00
	Dickinson High School	Classroom	\$30.00
	Hagen Building	Gymnasium	\$180.00
	Hagen Building	Classroom	\$30.00
	All Other Facilities	Other Rooms/Areas	TBD

- a. Rental fees for the grounds will be determined by the building principal in consultation with the Superintendent or designee.
- b. Applications and rental fees for district-wide facilities will be handled by the Superintendent or designee.

3. Limitations of Use

- a. Board policy mandates that groups using school facilities will conduct activities that are orderly and lawful, not a nature to incite others to disorder, and not restrictive by reason of race, creed, or color.
- b. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
- c. Gambling (bingo, raffles, and lotteries) is prohibited in school facilities unless a license is secured.
- d. Smoking is not permitted.
- e. School buildings shall not be used for parties and celebrations that are essentially private.
- f. 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 by the school or school Parent Advisory Committees (PAC's). **Signage must be free of any tobacco or alcohol pictures or language.**
- g. Groups using the school may place temporary identification signs on school grounds only during the actual hours the school is used. At the conclusion of the use of the school, the group must remove the signs. **Signage must be free of any tobacco or alcohol pictures or language.**

End of Dickinson School District #1 Administrative Regulation ABBB-AR