

Policy 901: School District Facilities Rental - Use 

Status: ADOPTED

Original Adopted Date: 01/26/1998 | **Last Revised Date:** 02/14/2022 | **Last Reviewed Date:** 02/14/2022

SECTION 1. FINDINGS

The Board of Trustees makes the following findings in regards to its authority, intent and purpose for the establishment and approval of this policy:

1.1 This School District is organized and exists under Idaho law as a public school district for the purpose of providing primary and secondary education. All Facilities owned and/or leased by the District are maintained for those purposes.

1.2 There has been and there will continue to be a demand for the use of the Facilities by Persons and Agencies for various purposes.

1.3 It is the duty of the Board of Trustees to protect the morals, health and safety of pupils admitted to attend its schools and Facilities; to protect the health and safety of its staff at all locations of District operations; and, to provide a good learning environment for the District's pupils.

1.4 It is the duty of the Board of Trustees to assure that any non-school district use of the Facilities does not interrupt and/or otherwise hinder or impair the availability of the Facilities for District's uses.

1.5 The Board of Trustees has the authority, pursuant to Idaho Code Section 33-601:

(1) To rent to or from others, school buildings or other property used, or to be used, for school purposes.

(7) To authorize the use of any school building or vacant land of the district as a community center, or for any public purpose, and to establish a policy of charges, if any, to be made for such use.

1.6 It is necessary and in the best interest of the School District to establish this School District Rental/Use Policy, as herein provided, in order to properly manage the non-school District use of Facilities to provide for:

- Consistency; and
- Protection of the primary use of Facilities by the School District; and
- Protection of students, District employees, visitors and the District Facilities; and
- Reasonable charges for the use of Facilities.

SECTION 2. DEFINITIONS

For purposes of this Policy the following terms shall have the meaning as herein provided unless the context of the word clearly requires otherwise.

2.1 Agency: excepting this School District, means and refers to any federal government agency, any state government agency and any city or political subdivision of the state of Idaho, including, but not limited to counties, school districts, highway districts, instrumentalities of counties, cities or any political subdivision created under the laws of the state of Idaho.

2.2 Applicant: means and refers to any Person, Agency or School District Related Group who makes an application for Facilities Use governed under this Policy.

2.3 Facility/Facilities: means and refers to any real property and or building which is owned or leased by this School District for purposes of providing primary and secondary education by this School District including the administrative use by the School District to affect those purposes.

2.4 Facility Use: means and refers to the use of Facilities by an Agency, Person or School District Related Group which is not a School District Use.

2.5 Person: means and refers to any individual person, corporation, Limited Liability Company, limited liability partnership, nonprofit association or any other nongovernment entity recognized under the laws of the state of Idaho who is not a School District Related Group.

2.6 School District Related Group: means and refers to any groups, organizations or properly authorized student clubs, which have been officially recognized by the District under School District Policy 3225 -

Participation of District Students in Clubs or 3420 - District Participation in Events, Fundraisers, Contests, and Ticket Sales.

2.7 School District Use: means and refers to such use of Facilities which has been specifically authorized and sanctioned by the Superintendent or Board of Trustees and is a necessary part of the approved curriculum for the provision of primary or secondary education.

SECTION 3. USE RESTRICTIONS AND GUIDELINES

3.1 No Person or Agency may engage in Facilities Use without the express written permission of the School District pursuant to this Policy.

3.1.1 This Policy is not intended to nor does it prohibit the free recreational use of School play grounds and outdoor open areas by the public during non-school hours. These open areas are exempt from this policy, unless otherwise designated by the building principal or administrator of that District Facility.

3.2 The School District and/or the Superintendent reserve the right to deny the use of any of its Facilities to any Person, Group, entity and Agency at any time.

3.3 Facilities Use is subject and subordinate to School District Use and foreseeable intended use of its Facilities.

SECTION 4. FACILITIES USE APPLICATION PROCESS

4.1 The Superintendent/Designee, shall prepare application forms and process for Facilities Use in compliance with this Policy and which:

4.1.1 Encourages and assists groups desiring to use Facilities for approved activities;

4.1.2 Preserves order and safety in the use of Facilities, and protects District Facilities; and

4.1.3 Ensures that Facilities Use is consistent and compatible with the educational use of the Facilities by the School District and does not interfere with the regular conduct of School District Use.

4.2 School District Related Groups Facilities Use:

4.2.1 Except as provided herein, Facility Use by School District Related Groups requires the approval of the principal of the building where the Facilities Use will occur. Such approval and Facility Use will be at no charge unless additional building staff [such as custodians or supervisors] are required.

4.2.2 School District Related Groups which are Parent Teacher Organizations may hold the irregular monthly meetings in Facilities without charge.

4.2.3 In the event the kitchen is used in conjunction with any Facility Use, a food service employee must be on duty and the Parent Teacher Organization or School District Related Group shall pay the School District for employee costs according to established rates under School Facilities Rental Schedule.

4.3 Application for Facilities Use

4.3.1 School District Related Groups may apply for Facilities Use by submitting an Application for Facilities Use and Indemnity Agreement in the form which is attached to this Policy as Exhibit A.

4.3.1.1 The principal shall in his/her discretion, and in accordance with this Policy, determine whether to permit the proposed Facilities Use.

4.3.2 Agencies or Persons who are not School District Related Groups apply for Facilities Use by submitting an Application for Facilities Use and Indemnity Agreement in the form which is attached to this Policy as Exhibit A to the District office.

4.3.2.1 The Superintendent or his/her designee and the building principal where the Facilities Use is proposed will review the application, and the Superintendent or his/her designee shall then determine whether to permit the proposed Facilities Use.

4.3.3 Priority of Facilities Uses: The priority of Facilities Use is as follows

4.3.4 First, School District Sanctioned Instructional and Curricular activities, then School District Related Groups; and then Persons or Agencies who are not School District Related Groups in the chronological order of the filed application.

4.3.5 The Applicants for Facilities Use must abide by the terms of the approved Application for Facilities Use and Indemnity Agreement attached hereto as Exhibit A.

4.3.5.1 The Superintendent or the building principal, as the case may be, may, in the exercise of discretion modify and or place additional conditions in writing, into the approved Application for Facilities Use and Indemnity Agreement attached hereto as Exhibit A.

4.4 Fees

4.4.1 Except as provided herein, fees shall be assessed according to the District Facilities Fee Schedule attached hereto as Exhibit B.

4.4.2 Fees may be waived for Agency, School District Related Groups, and nonprofit civic organization Facilities Use at the discretion of the Superintendent.

4.4.3 Fees collected for Facilities Use shall be accounted for and allocated to the repair and upkeep of the building and or School District parcel where the Facilities Use is to occur and shall have a reasonable relationship to the School District's costs for granting the Facilities Use.

4.4.4 No charge will be made for any school building as a public polling place.

4.4.5 The Superintendent will annually review the District Facilities Fee Schedule attached as Exhibit B to ensure that the fees are reasonably related to the costs associated with use and maintenance of District Facilities.

4.5 General Requirements

4.5.1 Keys to school buildings and other school facilities may be issued only to employees of the School District.

4.5.2 With any Facility Use, a custodian or other District employee must be present in the building or on the grounds.

4.5.3 Any use of school kitchens will require a school lunch manager or designee to be present. The group using the kitchen will pay an hourly fee for such service.

4.5.4 Facilities and fields will not be leased for "for profit" events and/or where "admission" is charged except under circumstances in which the Superintendent determines such use is in the best interest of the District, students or the community.

4.5.6 Caldwell School District gyms may only be used with the supervision of the principal or designee. The Agency or Persons using the Facility will be required to pay a supervisory fee as set forth in the District Facilities Fee Schedule attached as Exhibit B.

4.5.7 The athletic fields are to be used only for the purpose for which they were designed and are being maintained. Requests for exceptions are to be handled individually through the principal of the school or their designee, e.g. athletic director in accordance with this policy.

4.5.8 Commercial sponsored radio broadcasts of athletic events are permitted through arrangement with the principal of the school or designee.

4.5.9 Out of town athletic teams may use athletic fields for the cost of operation provided the use of same does not interfere with Caldwell School District use.

4.5.10 School District auditoriums may only be used with the supervision of the building principal or designee. The group or individual using an auditorium will be required to pay a supervisory fee as set forth in the application.

901 Exhibit A Facilities Use Application, Use and Indemnity Agreement **901 Exhibit B District Facility Fee Schedule**

Supporting Documents



[901 Exhibit A Facilities Use Application Use and Indemnity Agreement](#)



[901 Exhibit B District Facility Fee Schedule](#)

Idaho Code § References

33-601(7)

Description

Real and Personal Property - Acquisition, Use or Disposal of Same

Cross References

9500

Description

[Secure Facilities](#)

Caldwell School Dist. #132
School Facilities Rental Agreement Worksheet/Fee Schedule

<u>A. BUILDING</u>	<u>FEE SCHEDULE</u>	<u>RENTAL CHARGES</u>	<u>comments</u>
CALDWELL HIGH SCHOOL	<i>*minimum fee (daily use-max. 8 hrs.)</i>		
Food Court	\$150 minimum / \$30 ea. add'l hr.		
Main Gymnasium	\$200 minimum / \$60 ea. add'l hr.		
Auxiliary Gymnasium	\$150 minimum / \$50 ea. add'l hr.		
Lecture Hall	\$150 minimum / \$50 ea. add'l hr.		
Auditorium (<i>employee required \$25 / hr.</i>)	\$300 minimum / \$60 ea. add'l hr.		
Wrestling room	\$150 minimum / \$50 ea. add'l hr.		
<i>Kitchen (employee required \$25 / hr.)</i>	\$25.00 per hour		
Food Court meeting room (fish bowl)	\$50.00 per hour		
Library / Library conference room	\$50 minimum / \$25 ea. add'l hr.		
Computer Lab (<i>employee req. \$25 / hr.</i>)	\$80 per hour		
Classroom(s)	\$30 per hour		
<i>Football/Baseball/Softball/Track/tennis courts</i>	<i>\$100 minimum / \$20 ea. add'l hr.</i>		
<i>other: scoreboards/locker rooms/concessions</i>	<i>\$35 minimum / \$10 ea. add'l hr.</i>		
<i>volleyball nets/balls/misc. equipment</i>	<i>\$35 minimum / \$10 ea. add'l hr.</i>		
JMS / SMS MIDDLE SCHOOLS			
Multi-purpose Room/cafeteria	\$75 minimum / \$30 ea. add'l hr.		
Gymnasium	\$75 minimum / \$30 ea. add'l hr.		
Kitchen (<i>employee required \$25 / hr.</i>)	\$30.00 per hour		
Classroom(s)	\$30.00 per hour		
Library	\$40 minimum / \$25 ea. add'l hr.		
Computer Lab (<i>employee req. \$25 / hr.</i>)	\$80 per hour		
<i>other: scoreboards/locker rooms/concessions</i>	<i>\$35 minimum / \$10 ea. add'l hr.</i>		
<i>volleyball nets/balls/misc. equipment</i>	<i>\$35 minimum / \$10 ea. add'l hr.</i>		
Van Buren/Washington/Sacajawea/Wilson			
Lincoln/Lewis & Clark Elem. Schools			
Gymnasium	\$40 minimum / \$15 ea. add'l hr.		
Multi-purpose Room/cafeteria	\$40 minimum / \$15 ea. add'l hr.		
Kitchen (<i>employee required \$25 / hr.</i>)	\$20 per hour		
Library	\$30 minimum / \$20 ea. add'l hr.		
Classroom(s)	\$30 per hour		
<i>other: scoreboards/locker rooms/concessions</i>	<i>\$35 minimum / \$10 ea. add'l hr.</i>		
<i>volleyball nets/balls/misc. equipment</i>	<i>\$35 minimum / \$10 ea. add'l hr.</i>		
B. EQUIPMENT NEEDED			
C. CUSTODIAL SERVICES	\$25 per hour		
Services Needed			
Time Needed			
D. Technical Support (CHS Auditorium)	\$25 per hour		
Services Needed			
Time Needed			
TOTAL COSTS			
D. PROOF OF LIABILITY INSURANCE	YES NO		
E. RENTAL AGREEMENT SIGNED	YES NO		