

Amity School District 4J

Code: **KG-AR**
 Adopted: 6/13/90
 Updated: 9/10/03, 05/04/10

Administrative Procedure and Fee Schedule

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected, and recognizing that certain nonschool activities allow maximum community benefit, the following fee schedule, as amended from time to time, shall be in effect for groups in priority number six approved by the school Board:

1. Rental Fee Schedule

		EACH USE	
Area		Weekend Fee	Weekday Fee
1.	Gymnasiums	100.00	50.00
2.	Kitchens	50.00	25.00
3.	Cafeterias	25.00	10.00
4.	Classrooms	25.00	10.00
5.	Auditorium	50.00	25.00
6.	High School Commons	25.00	10.00
7.	Libraries	25.00	10.00

2. All organizations must use Amity School District Employees for weekend activities use. The staff member is responsible for access, security, supervision and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current negotiated contract.

 If neither a school custodian or other staff member is available, the activity will be denied a Facility Use Request.
3. If district kitchen facilities are used, a district employee (cook) will be on duty at all times at the rate stated in the current negotiated contract. In some cases, custodians may be hired;
4. Decision as to custodian and cook hours will be made by the superintendent;
5. Payment must be submitted and received before a Facility Use Request is approved;
6. The Board may require additional deposits or charges for special requests not covered by the policy;
7. All fees and assessments shall be deposited to the Amity School District Office and shall be used for the facilities' operational costs;

7. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and may preclude future use;
8. If there is a question as to the group's classification, it will be reviewed by the building/grounds committee, and a decision will be rendered;
9. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school/principal with the approval of the superintendent;
10. Groups may be required to show proof of liability insurance coverage before being allowed to use school district facilities as determined by the Board.

AMITY HIGH SCHOOL FACILITY USE REQUIREMENTS

GYMNASIUM/MULTI-PURPOSE ROOM/OTHERS

All groups requesting to use Amity High School's facilities must fill out a Facilities Request Form (KG-AR). At the start of the 2003 school year, no keys will be issued to any group as we have done in the past. All entry into the facilities must be through the card lock system. Information on obtaining entry into a facility is provided below. Follow the instructions and be aware of all requirements. If you have any questions, please feel free to contact the building principal.

- Pick up card lock at the main office prior to date of gym use. The card will be good **ONLY** for the day requested. You must enter through the double doors on the north side of the gym. You must return the card to the office on the next working day.
- Locker rooms are off limits. There are no shower facilities. Bathrooms in the hall may be used. Make sure they are clean before leaving the premises.
- No school equipment will be available for use.
- Students attending AHS are not permitted to participate with the group using the gym.
- **DO NOT ALLOW OTHER GROUPS INTO THE FACILITY.** You will be held accountable for any and all damage.
- Make sure the facility is secured (all doors locked) and the lights are turned off before leaving. A clean facility is needed for our students when school starts Monday morning. The custodians do not work over the weekend. **PLEASE CLEAN UP AFTER USING THE FACILITIES.**
- All other areas of the school are off limits except the area requested.
- Be courteous toward our neighbors when you arrive and when you leave. The noise from car radios or stereos can be annoying if the volume is turned up high.
- The building administrator and the person requesting the use of the facilities will determine the time when the facilities will be available for use.
- School functions and activities have priority over other requests.

These are additional requirements to the Administrative Procedure and Fee Schedule – KG-AR of Board Policy.

AMITY SCHOOL DISTRICT 4J
Facilities Use Request

Building requested: _____

Facilities to be used: _____

Group making request: _____

Purpose of use: _____

Person responsible for group: _____

District Employee responsible: _____

Date(s) requested: _____

Time facilities to be used: _____

Equipment needed: _____

It is the aim of the Amity Board of Directors to make school facilities available for the widest possible school and community use. However, school functions and activities shall have priority over other uses. In consideration of the school district's granting permission to the applicant to use its school facility as requested, applicant hereby binds itself to the following terms and conditions:

1. Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons arising out of or connected in any way with the use of school district facilities by the applicant;
2. A paid school district employee must always be in the building during the use of the facility...except by special arrangement with the administration office. In addition, if kitchen facilities are to be used, an employee qualified to work in the kitchen is generally required for supervision;
3. Applicant accepts the facilities, including the premises and equipment, in the condition then existing, and expressly releases the school district, its directors, officers, agents, employees and representative, from any and all claim damage, loss, expense, or cause of action or cause of suit, arising out of or resulting from the use of the facilities by the applicant;
4. Applicant shall provide adequate supervision and shall be responsible for any improper conduct of the audience, both individually and collectively, while on school premises or utilizing the school facilities. Adult leaders of organizations using school facilities shall be present at the opening time and shall remain with their groups until all members have left the school premises. They shall be responsible to the principal for observance of all rules and regulations. Profane language, possession or use of intoxicating beverages, tobacco products and dangerous drugs, boisterous conduct, betting or other objectionable practices will be ample reason for terminating a permit. Smoking is strictly prohibited on all District Property;

5. Approval will not be granted for any meeting which may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided. This shall include proper police and fire protection, if necessary. The applicant for a permit to use school facilities shall accept full responsibility for any damage to school property and agrees to protect, indemnify and save the district from all liability resulting from the use of said facility;
6. Applicant agrees to conform to all rules and regulations of the school district.
 - a. No decorations or application of material to the walls or floors will be allowed without permission of the school principal. All leaders or groups shall see to it that rooms, equipment, and facilities are clean and in proper order before leaving. All items are to be removed by the groups at their own expense after the use of school facilities.
 - b. Standard approved gym shoes shall be required of all activity type games and dances on gym floors.
 - c. Applicants shall return furniture to its original setting.
7. It is further agreed that the group requesting the use of these facilities will limit themselves to the agreed-upon area.
8. Applicant shall reimburse the school district for all damages to the premises or property resulting from such use other than ordinary wear and depreciation. The Board and its representatives shall be the sole judges of unwarranted damage of the district's property.
9. Applicant agrees that the use of the facilities and this permit shall be revocable by the school district at any time at the option of the school district.
10. If kitchen is used, a valid food handlers license is required.

By: _____
 Signature of Applicant

 Telephone Home Business

 Head Cook (Required if kitchen is used)

 Building Principal

 Superintendent