

COMMUNITY USE OF SCHOOL FACILITIES

Application

All organizations or individuals will make application in writing on a provided application form to the Facilities Utilization Office, Box 470208, Education Service Center, 3027 South New Haven, Tulsa, Oklahoma 74147-0208, at least ten days before the date the use of the facility is requested.

If the request is one with regularly occurring usage dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the District reserves the right to cancel the permission granted, or to suggest a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to the District may be granted to community organizations or individuals whose function is educational, political, literary, cultural, religious, scientific, civic, or recreational for purposes and programs that:

- Are beneficial to the youth of the community, community at large, or the program(s) of the District.
- Are acceptable to the Superintendent or designee.
- Do not result in an increased tax burden on the citizens of the District.

Priority Use

A process should be defined by the principal in each building to involve appropriate faculty members in determining whether the proposed rental of the building will conflict with scheduled school programs and in monitoring the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

- Meetings promoting subversive teachings and doctrines contrary to the spirit of American institutions.
- Any activity violating the patterns of good taste, manners or morals, or is destructive or injurious to the buildings, grounds or equipment.

- Activities tending to cause unrest in the community or reflecting upon or promote discrimination against citizens of the United States because of race, creed, or gender.
- Any purpose in conflict with school objectives or not approved by the Superintendent or designee.

Payment in Advance

Some payments for the use of school facilities are required in advance and must be received at the Education Service Center at least 72 hours before the scheduled time. The Facilities Utilization Office will inform the applying party of payment requirements at the time the application approval is communicated.

Responsibility of Applicant

The applicant and the organization will be held responsible for the proper use of the building, for the conduct of persons attending the meeting. They will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The consumer will indemnify the District for any theft, loss or damage to school property over and above the normal wear expected from the use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The Chief General Services Officer or designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of school facilities will be renewed annually and subject to review by the Administration.

Users of school property must assume responsibility for the safety and protection of the audience, workers, and participants to the extent required by law. The Superintendent or designee reserves the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require there be evidence presented to the Facilities Utilization Office in the form of a certificate of insurance, showing Independent School District Number One of Tulsa County, Oklahoma, as an additional named insured.

Time Limits

Permission for non-school afternoon meetings, before 3:30 p.m., or extended beyond 10:00 p.m. on regular school days may not be granted. Evening meetings may not extend beyond 10:00 p.m. on regular school days and may not extend beyond 12:00 midnight on weekends unless permission is granted for an extension of time by the Facilities Utilization Office. Admission to school facilities will not be permitted more than 30 minutes before the time stated on the application. All facilities must be cleared within 30 minutes after the closing time stated on the application.

Requests for morning, afternoon, and/or evening use all on the same day will be approved at a rate that is quoted.

Cancellations

Failure to cancel a request to use school facilities at least 24 hours in advance of the meeting will obligate the applicant and the organization to pay for all custodial and other expenses incurred in opening the building for use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the Superintendent or designee if conduct or infraction of regulations warrants.

Holidays

As a rule, school properties will be unavailable for use by outside organizations on school holidays with the exception to daycares with prior approval. All facilities are unavailable on national holidays. Should one or more meetings approved as a series of meetings fall on such days, meeting dates will be automatically canceled for these days only.

Non-school Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the Facilities Utilization Office, and provided such use does not conflict with use of the facilities by school organizations or students.

Charges

Charges made for the use of school facilities are based on the cost of operating expenses not otherwise incurred such as utilities, supplies, maintenance of facilities, security, custodial services, cafeteria services, District personnel or administration services necessary to process each application, as well as a charge for the use of the space. Such reimbursement charges are subject to change as the Administration may deem necessary.

Charges collected by the District will be allocated first to the recovery of direct expenses associated with the use of the facilities (i.e., custodial overtime, etc.) with 60 percent of the remainder accruing to the school site's next school-year budget and the remainder to the District for recovery of indirect expense.

Building Use without Charge

School organizations such as student organizations, school employee groups, District alumni groups, and educational organizations such as OEA, School Board organizations, and groups providing information for the good of the community, such as homeowners' associations, the City of Tulsa, etc., are granted building use without charge as long as such use does not conflict with other scheduled activities.

Except in special situations, building use charges are not usually assessed against the following school-affiliated and youth-serving organizations for their regularly scheduled meetings occurring before 10:00 p.m. on school days:

- Parent-Teacher Association, Booster Club, Band Parents, monthly meetings (afternoon or night).
- Cub Scouts, weekly pack and committee meetings (nights).
- Girl Scouts, weekly afternoon meetings and one monthly night meeting.
- Camp Fire Girls, weekly afternoon meetings and one monthly night meeting.
- District Cheerleading groups.
- Tulsa Parks Department.
- Partners in Education.
- District students with adult supervision.
- Others approved by the Superintendent or designee.

If the hours of usage should extend beyond the regularly scheduled hours of the District staff members(s) present for the meeting, the group may be charged the incurred overtime expenses for custodial, stagecraft, security, and/or cafeteria services as required, according to the pay scale as determined by the Superintendent or designee.

Organizations qualifying for use of meeting space without charge on school days may be charged regular or special rates for meetings held on non-school days and for meetings held on school days that extend beyond 10:00 p.m., for use of recreational facilities such as gymnasiums, and for all fundraising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building before the time set for the meeting, arrange the requested facilities and serve as the official representative of the District. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting, the custodian will clean, properly arrange the facilities, and carefully inspect premises before locking the building.

For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, the custodian will lock the building.

Custodians are instructed not to open any areas other than those approved in the application. Additional space may be arranged by filing another application. Emergency needs may be requested by telephone to the Facilities Utilization Office.

For certain approved groups using school (school affiliated or cooperative) facilities between 3:30 p.m. and 10:00 p.m. on days when school is in session, no charge will be made for

custodial services provided the amount of building area used is limited so it does not interfere with the custodian's regular clean-up work. The custodian will be asked to work around the areas in use.

Police Guards

Uniformed officers must be on duty when so directed by the site Administration and/or the Facilities Utilization Office. All charges are the responsibility of the user.

Drinking, Smoking, and Weapons

The use of intoxicating liquor, tobacco, and possession of weapons will not be permitted on school property.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted through the application process. Such use does not include automatic permission to use the apparatus and other special athletic equipment belonging to the school. Special permission from the site athletic director must be given. Practice sessions will be allowed to non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood no team sponsored by an organization other than the schools will be identified by name as representing any school in the District.

Athletic Practice Sessions, Special Rate Qualification

To encourage use of gymnasiums by community groups for basketball, wrestling and other sports, a special rate is applicable to those who meet the following requirements:

- Group agrees to provide at least two building supervisors for continuous patrolling of building during entire period of usage by the group and one to two doormen for control of building entrances when spectators are present. Group is responsible for any damage.
- Group agrees locker room and shower room will not be used.
- Group agrees to carry general liability insurance in the amount of \$500,000 per occurrence of bodily injury and property damage. The District must be added as "Additional Insured" under the policy.
- Group agrees that building supervisors will:
 - Maintain continuous patrolling of facilities to prevent loitering in the halls and rest rooms.
 - Maintain discipline and order throughout the period of building usage.
 - Provide protection against entrance of school building by unauthorized person or persons.
 - Prevent use of any part of the building facility other than those indicated in the request.

The custodian in charge will permit no admission to the building until both building supervisors and coaches are present.

Intersession Educational Programs, Camps, Clinics, or Lessons Using District Facilities

Staff of the District may conduct approved programs benefiting youth and furthering the objectives of the District during the intersession between their normal contract assigned working schedules. If those programs require a fee from students, the staff member is required to complete the Application for Use of School Buildings and the following conditions may apply:

- If the sessions are structured as a School Activity Fund (SAF) fundraiser, the staff member may receive pre-approved stipends as an expense of the project. The revenues will be deposited into the SAF account, and no rental fees will be charged to the staff member.
- If the sessions are structured for the staff member to charge the students a fee (and the program is not a SAF fundraiser), then because the staff member is unpaid by the District and is conducting the intersession program for youth in the public interest, then reasonable facilities use fees will be charged to the staff member (as determined in 3 below), and the staff member may retain the student fees as compensation.
- The Facilities Utilization Office will conduct surveys each year of surrounding school districts and, after consulting with the District's Chief Facilities Officer and Athletic Director, will set reasonable, similar, and competitive District facilities use rates for this purpose.

If those programs do not require a fee from students or program sponsors, then the program will be treated as if it were a similar program being conducted while school is in session and normally no fees will be charged.

Apparatus and Equipment

Request to use public address systems, projection equipment and screens, spotlights, stage scenery, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, technicians, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by the stagecraft director or authorized student helpers. In schools without a stagecraft department, all equipment and properties will be handled only by persons specifically designated by the principal or designee.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, homemaking, music, business education, art laboratory, data processing equipment and athletic equipment regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the District in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's own staff as may be required. In planning an event to use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria kitchen facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved by the principal or designee.

Swimming Pools

Swimming pools will be available to organized groups provided such use does not interfere with the needs of the school, and provided further that a lifeguard with a current Red Cross or YWCA Senior Life Saving Certificate, or a Red Cross Water Safety Instructor's Certificate, or a YWCA Leader-Examiner Certificate, or comparable certificate, be on active duty at all times.

The number permitted in the pool at one time shall be determined as follows:

$$\text{Number of persons} = \frac{NS}{15} = \frac{S}{30}$$

NS = Square footage of nonswim area

S = Square footage of swim area

That portion of the pool from the break point to the shallow end will be designated as "nonswim areas" and that portion of the pool from the break point to the deep end will be designated as "swim area."

An additional lifeguard is required whenever more than 60 persons are in the pool at one time.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

If District school buses are used, prior agreement with the District Transportation Office is required and charges for such use will be assessed in advance of their use. School buses may be used for "summer youth activities" as approved by the State Department of

Education, whenever such equipment is not available from commercial firms in the area, and is available from the District as determined by the District Transportation Office, and whenever such use is beneficial to the youth of the District. Such youth groups shall be adequately supervised by adults and all costs for such operations, including any damages to equipment and usual wear and tear, shall be defrayed by the using group.

School bus use for auxiliary activities during the regular school term will be confined to such uses as are prescribed and approved by the District Transportation Office, and the Board, as applicable.

Rental of school buses for non-school uses by outside individuals or organization shall be confined to such uses, times and conditions as are prescribed and approved by the District Transportation Office. All organizations and individuals will make application in writing on a provided application form to the District Transportation Office.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The following administrative regulations will be used as a guide:

- School playgrounds will be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities.
- Approval of such application does not include uses of any building facilities. Application for use of rest rooms may be made subject to advance payment of the minimum standard charge.
- No automobiles, motor scooters, motor bikes, or other such licensed vehicles are to be driven onto the playgrounds.
- Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property.
- No organized athletic leagues will be permitted on school grounds on Sundays.
- A certificate of insurance providing minimal limits of liability and property damage must be on file in the Facilities Utilization Office.

District and City Park and Recreation Board Agreement

On a year-to-year renewal basis, the District and the City Park and Recreation Board have entered into an agreement mutually granting to each other the free use of their respective recreational facilities, excluding golf courses, for use in recreational activities directly conducted by each organization. This agreement provides for reimbursement of damages caused and extra expenses (in particular, custodial overtime) created by either using party.

Community groups or organizations may participate in this agreement to use school facilities by contacting and getting approval of the Park and Recreation Board for time allocations, and subsequent referral to the District for approval and scheduling in various school facilities. Using organizations agree to furnish property damage and liability bond and provide two to four people for continuous supervision while building facilities are in use.

Church Services

Church services by established religious groups may be scheduled in school facilities in accordance with current District leasing policy.

Concessions

Concession rights at all school facilities are reserved for the District. These may be assigned to school organizations upon request or may be contracted with outside vendors.

Issued: November 1982

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Legal Reference: TCTA Administrative Negotiated Agreement, Summer, 1984

Cross Reference: 5805 Rental and Service Charges

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