

**Panorama Community Schools
Facility Use Guidelines and Rental Fee Schedule
Effective June 11, 2012**

Statement of Use

- It is the policy of the Panorama School Board to make school facilities available to established community groups and organizations whose purpose and objectives contribute to the educational, civic, recreational, and cultural benefits of the school program or community.
- Use of district facilities is not normally permitted on Sundays, recognized holidays, and school breaks. The superintendent or his/her designee may allow use at these times if such use doesn't interfere with facility maintenance/cleaning schedules and contingent upon availability of adequate personnel.
- School-sanctioned student activity groups that are sponsored and supervised by school personnel and school-related groups will be allowed to use the facilities without charge.
- Community fundraising events for local or state charities and benefits may be hosted on school grounds without charge.
- Individuals, families, and small, informal groups of citizens are welcome to use outdoor facilities (e.g., track, playground equipment) after school and on weekends without charge. These individuals take responsibility for their own safety while on school property.
- Facilities will not be rented to individuals for private purpose or to organizations for non-community use.
- The Board recognizes that there are costs involved in non-school use of facilities and that rental charges shall be established to compensate the district for use.
- The board directs the superintendent to establish fees and regulations to protect the regular education program, those who use the facilities, and the facilities that taxpayers provided primarily for educational use.

Limitations of Use

Use of facilities shall be allowed if it is determined that the proposed use:

- Is for occasional or temporary, but not regular or ongoing use
- Does not create an undue burden on the workload of district staff
- Is consistent with the educational mission or extra-curricular programs and activities of the school
- Poses no unreasonable risk of harm to attendees or participants
- Poses no substantial risk of illegal activities or damage to school property
- Will not result in unusual or excessive wear, damage, or depreciation of facilities, grounds, or equipment
- Is limited to use by community organizations within district boundaries or by governmental agencies
- Is determined to be beneficial to the school district if used by a commercial or for-profit organization
- Is granted only to groups that have been responsible caretakers of facilities and property in the past

Provisions for Use

- Submit proof of insurance, which covers activities undertaken and has sufficient liability coverage for the risks of such activities. Copies of insurance policies must be received at the time of rental request. Rental requests will not be processed without proof of valid insurance.
- Agree to waive and hold harmless the District, its agents, employees, and officials from all claims or damages that may arise by reason of any negligence or misuse on the part of the organization.
- Submit Rental Request at least four weeks prior to scheduled event whenever possible. Upon approval, the district shall require payment of the rental fees to secure the date of the rental. Once the date(s) have been confirmed and rental fees and proof of insurance have been received, the rental agreement will be executed and the dates reserved on facilities calendar.
- Pay additional charges owed if hours of staff hours are extended beyond original agreement or if damage to property or equipment has occurred.
- Submit notice of cancellation to the district at least 48 hours prior to scheduled event. Failure to notify of cancellation will result in forfeiture of all rental fees.
- Follow all federal, state, and local laws, including all rules and regulations of Panorama Schools.
- Provide adequate adult supervision and/or security protection for entire period covered by rental agreement.
- Ensure that all personnel stay in designated, reserved areas of building.
- Allow Panorama Schools employees, at the discretion of administration, to attend or monitor the event.
- Ensure that no gratuities are paid to school district personnel by the organization using the facility.
- Ensure that no school equipment, tools, or supplies are used unless specifically designated in rental agreement.
- Ensure that no alcoholic beverages, controlled substances, or tobacco products are present or used on school grounds.

Facility Rental Fee Schedule

Priority given to all facility use requests:

1. All school-sponsored activities supervised by school personnel and approved by the building principal or activities director
2. School district use (e.g., staff inservice, school board meetings)
3. School-related use (e.g., Booster Club, School Foundation)
4. Local government units/agencies
5. Community youth groups
6. Non-profit community organizations
7. For-profit community organizations

This priority system might mean that even though permission is given to an outside group, that permission may be withdrawn at a later date because of unforeseen circumstances, which necessitates its use by the district. To alleviate potential problems and to allow adequate time to schedule school district activities, **rental agreements will not be available to sign by outside groups until three months prior to the event.**

Categories of community groups and organizations:

- A. Community non-profit organizations for fund raising or tournaments
- B. Community for-profit and commercial organizations
- C. Community youth groups for general use, 4-H, scouts, youth groups, clubs, non-school sanctioned/ sponsored practices, camps, & clinics
- D. Community non-profit organizations and governmental agencies for public use

Type 1: Gymnasiums (Additional charges applicable for custodial services)

- Category A: \$75 per day
Category B: \$150 per day
Category C, D: \$15 per day*

Type 2: Classroom spaces, conference rooms, backstage areas, commons, kitchen, and libraries (Additional charges applicable for custodial and kitchen support services)

- Category A: \$25 per day; \$50 if serving food
Category B: \$25 per hour not to exceed \$100
Category C, D: \$15 per day; \$35 if serving food

Type 3: Outdoor facilities, football field, practice fields, baseball and softball fields, track (Additional charges applicable for custodial services)

- Category A: \$75 per day
Category B: \$150 per day
Category C, D: \$25 per day*

Type 4: Auditorium (Additional charges applicable for custodial and technical support services)

- Category A: \$200 per day
Category B: \$250 per day
Category C: \$100 per day
Category D: \$150 per day

Additional Fees: (minimum of 2 hours charged for personnel required for each event)

Custodian	\$20/hour
Kitchen Supervisor	\$20/hour
Sound or Lighting Technician	\$25/hour
Auditorium Lighting System	\$25/hour
Auditorium Sound System	\$25/event
Dressing Room Lights	\$10/event
Athletic Outdoor Lighting System	\$25/event
Athletic Sound System	\$10/event
Scoreboard	\$10/event

* For community Parks and Rec Youth Leagues an annual \$500 fee will be assessed to cover facility rental fees and custodial costs. Other fees, such as use of sound and lighting equipment, will remain the same to cover direct costs incurred by the district. Applicable sections of the Facilities Request Form will need to be filled out to reserve specific dates.