

PROCEDURES FOR USE OF SCHOOL FACILITIES REGULATION

General Information

Ringwood Board of Education encourages patrons in the community to use district buildings and facilities for educational purposes. A charge may be made for any such use by those organizations or patrons not directly connected with the school and to school employees using the facilities for a non-school venture. Such fees will be to defray costs in maintaining heat, lights, and related services. The use of buildings must be in keeping with the general program of education. Political meetings open to the public are considered to be within the general program of public education, and school facilities may be rented provided no discrimination is shown. The superintendent has discretion in determining if a group will be charged fees.

Rental of School District Facilities

1. Individuals or groups desiring the use of any school facility must obtain from the superintendent's office the necessary application forms. Applications should be submitted at the earliest possible date and must be submitted at least one week prior to use of the facility, unless special approval is obtained from the superintendent. The master calendar, in the superintendent's office, shall indicate at all times the dates and facilities reserved.
2. At the beginning of each semester, dates and facilities needed for plays, rehearsals, musical events, and other major activities will be placed on the master calendar. If any changes are to be made, the superintendent's office shall be notified to reflect proper space utilization.
3. It is the responsibility of the academic departments to schedule facilities desired for their use, using the official request form. Changes made or additional activities scheduled should also be submitted to the superintendent's office on an official request form.
4. Other student and community groups may schedule events and reserve facilities after the initial master calendar is established. All reservations are tentative because some school activities have to be scheduled at a later date. School activities will take precedence over all other events unless the administrator in charge determines otherwise.
5. The district reserves the right to reschedule any event or facility should a priority need arise. (See Preference for Use of Facilities found in this regulation.)
6. The fee for facility usage will be based upon current expenses and will include custodial, supervision and utility expenses. If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to "Ringwood Public Schools."
7. No use shall be permitted for any individuals or groups not granted permission to use the premises during the allotted time. Juvenile organizations must have adult sponsorship and supervision.
8. Access to rooms or facilities, including playing fields, other than those approved for use, shall not be permitted, unless approved in advance.
9. No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields, nor shall profane language, quarreling, fighting or gambling be permitted. Smoking on school grounds is

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prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises of the organization. Consumption of foods will be permitted only in areas so designated by the school as "Food Service Areas."

10. The person or group receiving the permit shall be responsible in case of loss or damage to school property.
11. The Board will retain all concession rights.
12. The use of facilities or fundraising activities may be approved for community or school benefit and sponsored by a Ringwood community or civic organization.
13. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he or she is an officer of such group, must present written authorization from such applicant group to make such application. Only recognized community or civic organizations will be granted use of the facilities.
14. The person applying for the use of school property assumes all responsibility for personal injuries and property damages.
15. The school district reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.
16. The auditorium cannot be used by outside organizations two (2) weeks before plays are scheduled. Reservations by community groups will be cancelled when a school-sponsored activity needs the facility.

Schedule of Fees, Rates and Charges

The fee for facility usage will be based upon current expenses and will include custodial, supervision, and utility expenses.

Auditorium/Cafeteria: Rental fee for the auditorium shall be set by the board on a basis of per hour plus time and a half of the regular salary of the person supervising and also for the person doing the custodial work. Organizations sponsoring activity will work out the arrangements with the custodian. Cafeteria personnel must be employed when the kitchen is used. Outside agencies will pay time and a half of the cook's regular salary. School organizations will work out arrangements with the cook.

Classroom: The board shall determine the rental fee at the time of the signing of the rental agreement.

High-school Gym: Rental fee for an activity shall be based on a scale of per hour, plus time and a half of regular salary for the supervisor and also for the custodian. The organization sponsoring the activity will work out arrangements with the custodian.

Elementary Gym: Rental fee shall be based on a scale of per hour, plus time and a half of the regular custodian and supervisor salary.

Stadium: The board shall set the rental fee at the time of approval of the use of the stadium.

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Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.

Preference for Use of Facilities: Preference for the use of all facilities on campus will be given in the following order:

1. **Educational Use.** School programs shall have privileged use of school buildings and shall supersede requests of non-school groups. Even though first choice will be for this purpose, academic departments should schedule events well in advance through the procedures outlined. This will allow the school to know when the space is available for other use.
2. **Student Social Life.** School activities planned for the entire student body will be given first preference. Events should be scheduled well in advance to insure reservation of facilities.
3. **School-sponsored Groups.** Activities planned by clubs, organizations, and small groups will be given second preference. A school employee must be present while a group or organization is using the building. The principal or his designated representative will open the building. Only custodians shall operate the heating and cooling systems.
4. **Other Groups.** Approved groups not connected with the school may schedule events in school facilities when school groups are not using the facilities. All reservations are tentative until approved by the superintendent's office. On an occasional basis, a religious group may rent school property. A fair and reasonable charge will be made.

Miscellaneous

School organizations may pay personnel costs when the building is used for fund-raising projects, but they need not pay building rent. Cafeteria personnel must be employed when the cafeteria kitchen is used.

Certain special programs, such as annual music festivals and district and regional sports tournaments, directly related to the school's program, are to be handled the same as other regular school programs.

NO PETS allowed on campus other than service animals and administration approved classroom projects.

Insurance

Any individual or group not a part of the school may be required to show proof of insurance coverage before the district will approve any request for use of the school facilities. Superintendent will decide on a case-by-case basis.

Distribution of Information

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

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REFERENCES: O.S. 21-1326 (Section 931, School Laws of Oklahoma)
A.G. Opinion 75-157

(Note: If desired, the board of education may approve actual fees at the beginning of each school year. The actual fees could be recorded on page 2 (Schedule of Fees, Rates and Charges) or made a part of another regulation.)