



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: KG

## COMMUNITY USE OF SCHOOL FACILITIES

Since the District schools belong to the patrons of the school district, the Board will grant the use of school facilities for activities of a cultural, educational, civic, social, recreational, governmental, and general political nature which are to be sponsored by responsible, recognized local persons, organizations, agencies, or institutions. However, these activities may not interfere with the conduct and best interest of the District or its programs.

The business manager, in consultation with the superintendent, will have the authority to grant the use of school facilities, except that requests for conventions, special events not meeting the criteria above, and events sponsored by religious organizations, must be considered by the Board. The business manager may delegate authority to the principals of outlying facilities.

The following special guidelines have been established:

1. Groups using school facilities will normally be charged the following daily rental fees, plus custodial charges and reimbursement for any damages:

Grunwald Auditorium	\$400
Middle School South Multipurpose Room	\$100
Middle School South Kitchen	\$50
Middle School North Gymnasium	\$150
SBHS Concession	\$25
SBHS East Gymnasium	\$200
SBHS Kitchen	\$50
SBHS West Gymnasium	\$500
Sturgis Elementary Kitchen	\$50
Sturgis Elementary Cafeteria Serving Area	\$100
Sturgis Elementary Gymnasium	\$100
Whitewood Gymnasium	\$100
Whitewood Kitchen	\$50
Piedmont Elementary Gymnasium	\$50
Piedmont Gymnasium (Old)	\$100
Piedmont Elementary Kitchen	\$100
Piedmont Concession Stand	\$25
Classrooms	\$25
Rural Schools	\$10
Computer Rooms	\$25 plus district computer technician if necessary

**Facility fees:** Kitchen facility rental fees and other facility rental fees will include an additional labor fee at the prevailing district hourly rate plus benefits for each food service and/or custodial service employee required. The food service employee(s) will supervise the proper operation and maintenance of equipment as well as the sanitary clean-up of the facility. A minimum fee of \$25 will be added for the use of the dishwasher.

Exceptions to these rates may be made in special circumstances at the discretion of the superintendent and business manager.

1. Youth groups not sponsored by the District who use school facilities for meetings or practices may be exempt from paying rent at the discretion of the business manager but may be charged a fee to cover utility costs incurred by the district.
2. Organizations conducting fundraisers in school facilities specifically for the benefit of student groups sponsored by the District may be exempt from paying rent at the discretion of the business manager.
3. Youth groups not sponsored by the District who use school facilities for fundraisers and/or charge admission to their events will be charged 10% of the profit or the designated rental rate, whichever is less, plus custodial charges and reimbursement for any damages.
4. Groups may elect to provide their own custodial services but are expected to leave the facilities in the same shape that they found them.
5. Groups that are not charged rent and/or that do not pay custodial charges will be required to submit a deposit of \$100, which shall be returned subsequent to the event upon verification of the condition of the facilities.
6. All groups using District facilities are responsible for supervising participants and spectators. Failure to do so will result in revocation of the contract.
7. All groups using school facilities must sign a written contract.
8. Rental fees for games and tournaments will be negotiated by the administration. Rental fees for conventions and special events requiring Board approval will be set on an individual basis by the Board.
9. Public dances will not be allowed in school facilities.
10. The business manager may, at his/her discretion, allow individuals from the community to utilize the District's athletic facilities for recreational purposes at no charge. All such activities must be scheduled in advance with the administration, and a specific individual must be designated to be in charge of opening, closing, and supervising the facility. Under no circumstances may students in the District be allowed to use school athletic equipment and/or facilities unless they are under the direct supervision of a staff member or adult designated by the administration.
11. The business manager, in consultation with the superintendent, will have authority to grant use of the East Campus West Gymnasium for funerals when crowds are expected to be of a size that they cannot be accommodated elsewhere in the community or when it is otherwise deemed appropriate. Under such circumstances, the normal rental fee will be waived, but custodial services will be charged.

LEGAL REF.: SDCL 13-24-20

Revised June 2013  
Revised May 11, 2010  
Revised February 14, 2006, Revised June 19, 2001  
Revised July 10, 1995, Revised July 10, 1989  
Adopted July 14, 1986