

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	12/8/21	New	
2nd Reading	1/12/22	Revised	X
Approved	1/12/22	Substitute	

**010.0020 COMMUNITY USE OF SCHOOL FACILITIES**

*REVISES POLICY 010.0020 COMMUNITY USE OF SCHOOL FACILITIES (LAST APPROVED 11/11/20)*

**1.0 COMMUNITY USE OF SCHOOL FACILITIES**

It is the intent of the School Board to establish guidelines for community use of school owned facilities that are within guidelines set in State Code Annotated 53A-3-413 and 53A-3-414.

- 1.1 Any unauthorized use of school district facilities may result in individual(s) being required to leave the facility or grounds.
- 1.2 Authorized use of school district facilities or grounds will require a permit to be issued. The permit must be available for presentation at the request of the community use supervisor.
- 1.3 Use of school district facilities are to be used at each person’s own risk. 63G-7-301 provides the school district immunity and its employees immunity for use of school district facilities and grounds.
- 1.4 For liability insurance requirements please refer to the Uintah School District Financial Procedures Manual.
- 1.5 Any use of school owned buildings or land will require supervision as provided by the school district at the cost of the entity or group using the facility or grounds.
- 1.6 No tips, gratuities, or payments not specified in the contract will be offered or paid to any school employee.
- 1.7 The Board of Education authorizes the Superintendent of Schools or Business Administrator the right to assess special charges or deposits for unusual functions or use of school buildings.
- 1.8 The Board of Education authorizes the Superintendent of Schools or the Business Administrator the right to waive fees for Government Entities and its political subdivisions as long as it is in the best interest of Uintah School District. Such an agreement shall be in the form of a memorandum of understanding (MOU) or contract if use is planned for multiple times each year.
- 1.9 All building and/or facility requests that deviate from the approved fee schedule, except as stated in 1.7 and 1.8, must be approved in advance by formal action of the Board of Education and may be in the form of an MOU or a contractual agreement.

## 2.0 REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

- 2.1 All non-school Organizations will submit to the school district building use official the applicable documentation and assessed fees prior to the school district facility or grounds being reserved.
- 2.2 Reservations for school district facilities or grounds use will not be accepted more than 3 months in advance. Exceptions may be made in an MOU if it is in the best interest of Uintah School District.
- 2.3 If an event is scheduled less than 21 calendar days in advance, the school district building use official may reject use of the facility if in their opinion the proper requirements cannot be met prior to the event. This determination includes the inability to schedule a building supervisor or other personnel needed for the event.
- 2.4 Sponsoring organizations or applicants will be charged for supervision from the time they enter the building until the building is cleaned and locked up. Uintah School District will hire and assign a building use supervisor or supervisors depending on the size of the group.
- 2.5 Applicants are responsible for providing any additional supervision needed, i.e., police protection, parking supervision, etc. District building use official can require any applicant or organization to furnish additional supervisors, police protection, parking supervision, etc. if it is in the best interest of Uintah School District. Refer to the Uintah School District Financial Procedures Manual for additional details.
- 2.6 The Superintendent of Schools or Business Administrator may reject and/or cancel any group if it is in the best interest of Uintah School District. Upon cancellation, the group may appeal to the Board of Education.
- 2.7 Arrangements for any special equipment, facilities, or personnel shall be made at time the community use contract is finalized and before the permit is issued. School district equipment is never to be removed from the school premises.
- 2.8 Smoking, use of tobacco products, and alcoholic beverages are not permitted in school facilities or on school grounds. Discovery of such activities or vulgar language will result in the offenders being removed from the school district facilities or grounds. Such a violation may result in the group being removed from the facility/grounds and may result in the group's inability to rent the facility/grounds in the future.
- 2.9 Misuse of facility/grounds may result in the groups' inability to rent the facility/grounds in the future.
- 2.10 Use of materials on walls, floors, or other parts of the building is prohibited without specific approval of the district building use official.
- 2.11 Electrical equipment cannot be used without specific approval of the district building use official.

- 2.12 Rental contracts are non-transferable.
- 2.13 No refund shall be allowed unless the district building use official is notified at least ten working days prior to the rental date on the contract.
- 2.14 Applicant shall agree to pay the cost of all damage done to any Uintah School District property, directly or indirectly related to the applicants use.
- 2.15 No outside properties or equipment may be brought into the building without prior approval of the district building use official. When permission is granted, such property or equipment shall be removed immediately following its use. The school board or its agent is not responsible for damages to such property or equipment.

### 3.0 RESTRICTIONS ON PUBLIC USE OF SCHOOL FACILITIES

- 3.1 Gambling, raffles, bingo, or other games of chance are unlawful and prohibited in school facilities.
- 3.2 Programs interfering with regular schoolwork or programs classified as a nuisance by school officials shall be prohibited.
- 3.3 No school facility shall be available for dances excepting those sponsored by the school or approved by the district building use official.

### 4.0 SUPERVISION

- 4.1 The district building use official is responsible to assign needed staff to provide supervision for the building during rental periods. A check list of expectations for all building use supervisors will be required to be signed off for each supervision event.
  - 4.1.1 In order to better protect district facilities and grounds, the advertising of building use supervisors shall be given in house preference.
  - 4.1.2 The building use supervisor may waive his/her fee. However, if the supervisor waives his/her fee, the supervisor cannot participate, coach, or administrate as part of the event. The supervisor must be available at all times to provide supervision on behalf of Uintah School District. Exceptions may be made in an MOU if it is in the best interest of Uintah School District.
  - 4.1.3 Depending on the scale of the event, extra building use supervisors may be required by the school district building use official. For instance, a tournament or other spectator program may need more supervision than a single club practice. Those decisions will be made at the discretion of the district building official.
- 4.2 A Uintah School District school foods employee must be in attendance whenever the kitchen is used. The USD School Foods employee will be hired for the purpose of supervising use of equipment and cleaning according to standards of the Department of Health. The School Foods Service employee shall not prepare meals or assist unless prior arrangements have been made through the district building use official.
- 4.3 All foods used in banquets or luncheons and all other expenses incurred shall be accounted for separately from regular school programs. No food

purchases for the regular school lunch shall be used in any banquet or special luncheon.

- 4.4 Emergency use of school facilities must be according to plans approved by the Board of Education or under direction of duly authorized government agencies empowered to commandeer school facilities.
- 4.5 The district/school reserves the right to reschedule or cancel any event.

## 5.0 SCHEDULE OF FEES

- 5.1 A schedule of fees is attached to this policy. Changes to the schedule of fees will be presented to the Board of Education on an annual basis.

## 6.0 USE OF GRAND PIANO

- 6.1 Grand pianos are to be used solely for legitimate musical performances:
  - 6.1.1 Professional performances such as those hosted by the Uintah Arts Council.
  - 6.1.2 Piano recitals and events hosted by the Utah Music Teachers Association and the Utah Federation of Music Clubs.
  - 6.1.3 School Assemblies with performances by advanced piano students.
  - 6.1.4 Other events approved by an authorized school teacher, the district arts coordinator, or the building supervisor.
- 6.2 The Steinway is to be used solely for performances as stated in 6.1.1 and 6.1.2.
  - 6.2.1 Use of the Steinway for piano recitals hosted by the Utah Music Teachers Association and the Utah Federation of Music Clubs are to be regional and competitive recitals only.
- 6.3 Care and use of school district grand pianos will adhere to the following standards:
  - 6.3.1 Prior to any event, a Grand Piano Use Form and a Building Use Application must be completed and returned to the appropriate school principal.
  - 6.3.2 Upon approval, arrangements for set-up and storage must be made with either an authorized school teacher or the district arts coordinator and the building supervisor.
  - 6.3.3 Students are not to have access to a grand piano without authorized teacher supervision.
  - 6.3.4 Grand pianos are not to be used as a prop.
  - 6.3.5 Nothing is to be used or placed on a grand piano except for sheet music.
  - 6.3.6 No less than two trained individuals will move a grand piano.
  - 6.3.7 Protective covers will remain on the grand piano at all times when not in use.
  - 6.3.8 Uintah School District will be in charge of tuning the grand pianos once a year.

- 6.4 Damages to a grand piano resulting from the failure to follow the prescribed policy will result in the responsible party paying replacement cost directly to Uintah School District.
- 6.5 Any individual failing to follow the established rules governing the use of the school district grand pianos will not be allowed future use of said instruments.

# Uintah School District

## Facility and Grounds Use Fee Schedule

Rates are per hour unless noted

Facility (Current Fee)	Non-Business Events Involving K-12 Kids	Gov Charitable Not-For Profit	Commercial or Fee Charged
	All charges per hour	All Charges per hour	All Charges per hour
Auditorium	No Fee	\$40	\$40
Little Theatre	No Fee	\$40	\$40
Auditorium Sound (Tech must be present)	No Fee	\$15	\$15
Auditorium Lights (Tech must be present)	\$25	\$25	\$25
Gymnasium - UHS/VJH/VMS	No Fee	\$40	\$40
Gymnasium - Elementary Schools	No Fee	\$40	\$40
Field - Non-turf	No Fee	\$40	\$40
Stadium (Includes track and football field)	\$75	\$75	\$150
Stadium With Press Box (Tech must be present)	Add'l \$15	Add'l \$15	Add'l \$25
Field - General Area	No Fee	\$40	\$40
Tennis Courts	No Fee	\$40	\$40
Parking Lot	No Fee	\$40	\$40
Cafeteria/Commons	No Fee	\$40	\$40
Kitchen (Must have USD cook present)	No Fee	\$40	\$40
Classroom - 1st	No Fee	\$10	\$10
Classroom - Additional	No Fee	\$10	\$10
Dance Room	No Fee	\$40	\$40
Turf Farm (By VMS)	No Fee	\$40	\$40
UHS Athletic Center	\$50	\$50	\$150
Wrestling Room	No Fee	\$40	\$40
Weight Room	No Fee	\$40	\$40
Computer Lab (Tech must be present) (\$40)	No Fee	\$40	\$40
Science Lab	No Fee	\$40	\$40
Vocational Shop	\$10	\$40	\$40
Outdoor Lights Flat Fee (Per Field Per Night)	\$50	\$50	\$50

<b>Personnel</b>	<b>Events Involving K-12 Kids</b>	<b>Gov Charitable Not-For Profit (Kids)</b>	<b>Commercial or Fee Charged</b>
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<u>Group Size</u>	<u>Small Group 1-150</u>	<u>Medium Group 151-500</u>	<u>Large Group 501+</u>
Cleaning Fee Deposit (A portion may be refunded, depending on the cleaning check list).	\$100	\$100	\$200
Sanitizing Fee (Non-Refundable)	\$25	\$35-\$50	Negotiated per event
<u>Personnel and Utilities</u>	<u>All charge per hour</u>	<u>All charges per hour</u>	<u>All charges per hour</u>
Building Use Supervisor	\$30	\$30	\$30
Custodial Staff	\$30	\$30	\$30
Kitchen Staff	\$30	\$30	\$30
Light/Sound Technician	\$30	\$30	\$30
Security/Police/Fire	Actual Cost	Actual Cost	Actual Cost
Above Positions - Holiday, School Holiday Break, Sunday	\$45	\$45	\$45

Equipment Use priced separately. If School District equipment is used, a School District representative must be present.