

**KGA Buildings and Grounds**

**KGA**

Requests for use of the district's buildings and grounds by individuals or outside organizations shall be submitted to the building principal. Any request for use of the district's buildings or grounds shall be granted or denied pursuant to guidelines for use of the facilities developed by the administrator and approved by the board. Any group using the district's facilities shall comply with all rules and regulations governing use of the facility.

Use of Buildings and Properties

The policy of the Ell-Saline USD #307 Board of Education shall be to grant the use of the school buildings and school grounds to responsible individuals and properly organized groups within the Ell-Saline unified school district. Such use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity.

The board is pleased to have the people of the district use school facilities for recreational and educational purposes. In order to extend this opportunity to the people of the district, it is necessary that the following regulations be followed:

1. The use of any facility must be in keeping with the general program of education and must not be for commercial use.
2. Groups using the building must be properly supervised so that orderly use of the facilities is insured. Groups using the buildings must be personally supervised by a sufficient number of adult sponsors to ensure proper care of the facilities and equipment.
3. School district activities will have first priority in scheduling the building facilities. School officials shall attempt to notify those groups that reserve facilities for use certain nights of the week on a long-range basis if their schedule time has been superseded by a school function, but it shall not be mandatory. The spokesperson for the group reserving the facility shall be responsible for being informed as to conflicts in scheduling.

4. All individuals/organizations shall be responsible for proper care of the building and equipment and shall be liable for the expenses of repairing any damage caused.
5. Unless permission is granted specifically to use the facility until a later time, the facility shall be vacated by 11:00 pm.
6. Use of alcoholic beverages, tobacco, and disorderly conduct shall be prohibited in all school buildings.
7. Under no circumstances shall the regular school program of the school be disrupted by the activities of any outside organization.
8. Except on special occasions and with permission, no one shall be permitted on the gym floor wearing other than gym shoes.
9. No screws or nails may be used without the permission of the principal or custodian.
10. School equipment is not to be used unless permission is given for specific items as listed on the request form. Instructional materials, records, teacher and student property are to be respected and their use is prohibited.
11. All lights, fans, furnaces and any other mechanical equipment that is turned on by the user must be appropriately turned off.
12. The facility must be cleaned up and ready for use following the community activity.
13. Use of school buildings and grounds will be for the time designated on the request form.
14. Any damage done to the building or equipment must be reported immediately to the Superintendent's office or to their designee.
15. A school custodian or other school employee called to the school building by any individual or organization will be paid at their hourly wage equivalent to time and one-half by the individual or organization and that payment shall be made payable to the school district.
16. Keys loaned to the person in charge of the activity must remain in the possession of that person at all times. If another person assumes the responsibility for a group, that change must be reported and the new person must come to the office and countersign the request/agreement for use.
17. The person signing for the key will be held responsible for any damage or destruction attributed to the activity of the group. A deposit of \$10 will be left with the building secretary at the time the key is checked out. This deposit will be refunded with the key is returned and the building determined to be satisfactory.

18. Use of school kitchens and kitchen equipment is strictly forbidden without the direct permission of the building principal. Kitchens may be used for limited food preparation (stoves and/or ovens), serving food, and washing dishes.
19. Individuals, groups and organizations from outside of USD 307 will not be allowed to use school buildings or facilities unless approved by the Board of Education.
20. Individuals, organizations and groups requesting to use school facilities must make a written request on the form provided by the building principal at least 48 hours prior to the date of the activity. Final approval of the request remains with the Superintendent of Schools.
21. A copy of this policy will be given to each individual or group requesting the use of school buildings.

No school property shall be used other than for school and instructional purposes. No school property shall be taken from the school buildings without the permission of the Superintendent of Schools or building principal.

Approved: July 1, 2001; 12/08

**Ell-Saline USD 307**

**1757 North Halstead Road**

**Salina, Kansas 67401**

**REQUEST TO USE SCHOOL FACILITIES**

Organization or Group

Making Request: \_\_\_\_\_

Person(s) Making Request: \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone No.)

Facilities Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Activity \_\_\_\_\_ ( ) AM ( ) PM to \_\_\_\_\_ ( ) AM ( )  
PM

Type of Activity \_\_\_\_\_  
\_\_\_\_\_

It is understood that as the representative of our organization/group, I will be responsible for cleaning the area used, checking the lights, heat, restrooms, windows, and securing the building. It is further understood that should there be damage to the facilities, I will assume the responsibility of seeing that the school district is reimbursed.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Approved by : \_\_\_\_\_ Date: \_\_\_\_\_  
(School Official)

Key given to \_\_\_\_\_ on (date) \_\_\_\_\_

by \_\_\_\_\_ to be returned on (date) \_\_\_\_\_

\$10 deposit paid (date) \_\_\_\_\_ Deposit returned (date) \_\_\_\_\_