

USE OF SCHOOL PROPERTIES

General Rules Governing Use of School Properties

1. School activities shall have preference over any outside scheduling and activities which promote the general welfare of students, children, and/or district patrons will receive preference as well.
2. Beginning March 15 or the next business day applications for use of facilities will be accepted for the upcoming fiscal year of July 1 through June 30. Applications received less than 72 hours before an event may be rejected. This date excludes the Community Auditorium and the High School Athletic Fields. Time slots will be assigned on a first-come basis by the building administrator or designee. Should one or more requests contain the same time slot, the second and subsequent applicants will be so advised and permitted to change the request in the order received. The school district reserves the right to give special consideration to those which are regular users of the District's facilities.
3. Authorized users must comply at all times with directions established by the Board of Education.
4. Should an authorized user violate Board of Education policy, his/her permit will be revoked by written communication from the building administrator explaining the violation and stating the date of revocation.
5. School property shall not be used for professional athletics, displays of fireworks, gambling, professional carnivals, dispensing or consuming of intoxicating beverages, un-American, sacrilegious, or any other purpose which is contrary to the aims of the public schools.
6. Permits are not transferable, and must be available for review during all authorized use periods.
7. The Board of Education has charged the superintendent of schools, or designee, the responsibility of determining when and what properties will be allocated for use.
8. When the superintendent has declared the "schools closed" because of inclement weather or an emergency condition, the buildings will be closed to outside activity.
9. The superintendent shall have the authority to pass on routine applications, and if, in his/her opinion, the application calls for the use of the building for extraordinary purposes, the application will be referred to the Board of Education. "Extraordinary purposes" shall include such programs or community activities beyond guidelines or routine activities that have by custom and practice become acceptable to the Board of Education.

10. In case of an emergency, the superintendent is delegated the right to cancel any scheduled activity of a non-school group at his/her discretion. Such cancellation shall be made as early as possible so that all persons involved can be notified.
11. Any activity that creates an additional work time requirement shall be reimbursable to the School District at the prevailing rate of pay.
12. All damages caused to the facilities will require the user and/or organization to pay the Pattonville School District the full amount of repairs.
13. All individuals requesting use of district properties must sign the district's Hold Harmless Agreement.
14. Any activity that requires an admission or fee to be paid by attendees will be subject to an additional charge for facility use. The charge will be the lesser of \$100.00 or 10% of collected receipts. This may be waived for District supported activities, or with approval of the Superintendent.
15. Applicants must sign that they have read and understand the Policy and Procedures regarding facility use.

Rules Governing the Use of School Buildings

1. All general rules governing the use of school properties are applicable.
2. Buildings will not be used on Sundays or holidays, except for religious groups or school-allowed activities. Should exceptions to this rule be required, the application for this exception must be submitted thirty (30) days in advance to the Superintendent for final approval.
3. A school representative is responsible to open/close the building, provide lighting, heating/cooling, and safeguard school property. Should the school also provide custodial services, such as moving chairs, sweeping, etc., charges will be made at the rate of pay indicated on the Building Use Application.
4. The building elements charges on the Building Use Application do not include services and special equipment. Service charges will be affixed at the rate of pay indicated on the Building Use Application. Special equipment rates will be charged at the rate indicated on the Building Use Application.
5. Building permits are authorized for a two-hour time period. This may be extended for one hour, if necessary, to complete scheduled activities.
6. Athletic groups using gymnasium floors must use rubber-soled shoes of a type that will not mar or scar gym floors.

7. If the use of the kitchen is required, the food service director will be contacted to provide a member of the cafeteria staff to supervise the use of the kitchen. Cafeteria staff will be charged at the prevailing rate of pay indicated on the Building Use Application. Banquets must be scheduled at least two weeks prior to the banquet date through the office of the food service director.

Rules Governing the Use of School Athletic Fields and Outdoor Facilities

1. All general rules governing the use of school properties are applicable.
2. Applications for athletic fields will be initiated by completion of Exhibit PSDM/3. For clarification, the requestor may attach a letter of explanation or statement of pertinent information.
3. Applications for athletic fields must be received in the building administrator's office beginning the first scheduled school day in January, and ending the last scheduled school day in February, yearly.
4. Athletic fields and outdoor facilities will be assigned in 2-1/2 hour time slots beginning at 8:00 am.
5. Immediately after closing of the application period on the last scheduled school day in March, a calendar shall be developed reflecting group name and time slot allotted. This calendar, along with the original approved Building Use Application, Exhibit PSDM/3, will be mailed to each applicant. The second copy of the PSDM/3 will remain on file in the building administrator's office. The third copy of each PSDM/3, along with one copy of the calendar, will be forwarded to the Facilities Office for review and permanent record file.

Rules Governing the Use of High School Outdoor Athletic Facilities (track, stadium, football fields, etc.)

1. All general rules governing the use of school properties, athletic fields, and outdoor facilities are applicable.
2. Applications for high school outdoor athletic facilities will be initiated by completion of District Form PSDM/3. For clarification, the request may include a letter of explanation or statement of pertinent information.
3. Application for use of the outdoor high school athletic facilities must be received by the high school administrator no later than one (1) month prior to the planned event. This requirement will allow adequate time to administratively process the application.
4. High school outdoor athletic facilities are restricted to all users except organizations legally chartered or incorporated within the boundaries of the Pattonville School District. These organizations must provide the School District with a copy of their charter or incorporation documents, a complete up-to-date membership roster listing names and addresses of their total

membership, and a copy of Certificate of Insurance for general liability insurance with a combined single limit of no less than \$1,000,000.00. The membership list must reflect that a majority of the total membership are Pattonville residents.

Exceptions to this requirement are interscholastic regional, District, or state sports sponsored by the Missouri State High School Activities Association.

It is the intent of the School District to exclude the use of the high school outdoor athletic facilities to anyone except the Pattonville School District patrons.

5. Charges or Fees

No charges or fees for the use of this facility are imposed on non-profit District residents that qualify as outlined in policy KG, providing all the established requirements are fulfilled. All other district patrons will be subject to the current charges listed on form M/3.

The School District may impose a fee to defray the expense of cleaning the facility after use, or to return the facility to its normal condition. This fee will be the actual hourly rate of pay to each person required to reestablish the facility back to its normal condition.

6. All approved events will be closely monitored. Pattonville must approve the type of personal equipment or other requirements, such as track shoes (spikes), necessary markings, etc. , that are necessary to stage an event. Vehicles are not allowed on campus except in designated parking areas.

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