

KG Use of School Facilities and Equipment

The Board of Education of Piper USD 203 believes that learning is a life-long process and that the resources and facilities of the Piper Schools should be made available to the patrons of the school district, consistent with the guidelines stated below.

The Board recognizes that its first priority must be to the educational program for the students served by Piper USD 203. The schools will have first priority in the use of facilities and resources.

The Superintendent of Schools is directed to develop administrative procedures which enhance, encourage and coordinate community use of school facilities with the regular school program. Such procedures will include guidelines for the use of facilities by community agencies.

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The facilities of Piper USD 203 are the property of the citizens of the school district. The Piper USD 203 Board of Education policy recognizes the concept that learning is a life-long process and the resources and facilities should be available to all the citizens of the community. The following guidelines and procedures shall govern the use of Piper USD 203 facilities.

Guidelines

1. The educational program and activities of Piper USD 203 students will have first priority in the scheduling and use of school facilities. No "for profit" organizations or activities, political groups, public or private parties will have access to Piper USD 203 facilities. The school district, PTA, Booster Club, Piper Prairie Optimist Club and Piper Community Education Association will take precedence over other groups and will not be charged for building usage unless additional custodial or food service personnel are required. All other non-profit groups will be served on a first-come-first-served basis. Any activity must be adequately insured and must provide a certificate of liability insurance.
2. School facilities will be available on a scheduled basis to community groups, organizations, religious bodies, and agencies contributing to the welfare of USD 203 students. The individuals requesting use of facilities must be a resident or employee of Piper USD 203 and be 21 years of age.
 - a. School facilities are not available during the school day.
 - b. Tobacco, alcoholic beverages, weapons, and illegal drugs may not be present or used on the premises.
 - c. School facilities will be available for use after school hours until 10:00 p.m. as scheduled by the ~~Business Manager~~ Activities Director. Exceptions to this time frame must be approved prior to the event by the

Activities Director.

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- d. All Piper USD 203 attendance centers and the community education building will be available for use by community groups with the following exceptions:
- i. Athletic Equipment
 - ii. Classrooms
 - iii. Community Ed Building weight room, locker rooms, and batting cage
 - iv. ~~Piper Elementary School West library~~
 - v. Office complexes
 - vi. Kitchens and equipment unless district food service personnel are employed
 - vii. Varsity football field and track
 - viii. Varsity baseball field
 - ix. HS gym
 - x. ~~High school auditorium will be available per special event request~~

The USD 203 Board of Education reserves the right to grant use of any district owned facility upon formal request made to the Board. Requests must be made in writing and submitted to the Activities Director on or before the 1st day of each month. The Board of Education will consider each request at the next regular meeting of the Board of Education which occurs on the second Monday of the month. Chairs and tables may be made available upon request. A fee schedule will be approved by the Board of Education. The purpose of the use of school facilities determines whether a fee will be assessed.

- a. If the type of activity conducted requires custodial, food service or security services in addition to those normally scheduled, a fee will be charged. Arrangements for payment of all fees will be made with the ~~Business Manager~~ Activities Director.

- b. Events that are scheduled outside the normal custodial and food service work time will be charged the following rates:
- a. ~~\$40~~ \$12/hour--utilities cost (unless generating money for school activities or student events)
 - b. Hourly wage for, custodial, food service personnel, and security personnel shall be \$18.00 per hour and shall be paid in advance of the event. Approval of events requiring these types of personnel will be disapproved if personnel are not available. No USD 203 employee may donate their time to work in or at a district facility.

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c. Athletic fields and school gymnasiums (Piper Elementary School West, Piper Elementary School East, Piper Middle School, and Piper High School) may be used only by teams made up of 75% or more Piper residents with youth teams taking priority.

~~d. The building principal will be asked to approve the use of school facilities for which he or she is responsible based on availability of requested facilities.~~_____

e. The ~~Business Manager~~ Activities Director is responsible for the scheduling, overall coordination, and facilitation of the use of school facilities in accordance with the framework of board policies and administrative procedures.

f. The future use of school facilities shall be denied to any community group, organization, and/or agency violating board policy, administrative procedures and regulations for use of the school facilities.

**PROCEDURES FOR SCHEDULE USE OF SCHOOL FACILITIES BY
COMMUNITY GROUPS, ORGANIZATIONS, AND/OR AGENCIES**

1. All requests for use of a school facility of a scheduled basis must originate with the ~~Business Manager~~ Activities Director at least two weeks in advance of the event.

2. Those requesting use of the facilities must complete a Facility Use Form which can be obtained at the Piper School District Office, 12036 Leavenworth Road, Kansas City, Kansas 66109 or downloaded from the district

website.

3. The approval for use of all facilities is the responsibility of the ~~respective building principal~~ Activities Director based on availability. The Piper Community Education Building is under the direction of the ~~Business Manager~~ Activities Director.

4. The scheduled use of each school facility will appear on ~~each building's calendar of events~~ the district's website under event calendar.

5. During the school weeks (6:00 p.m. - 10:00 p.m., weekdays), regular duty school district personnel (custodians, principals, etc.) will be responsible for opening, closing and securing the school indoor facilities. During summer weeks, school indoor facilities will open at 6:30 a.m. and close at 2:30 p.m. Summer availability of indoor facilities will be ~~limited~~ prohibited due to maintenance work, school sponsored summer camps and clinics, and ~~KSHSAA eligibility requirements~~ limited district resources.

6. School personnel must open and close buildings. Keys will not be checked out.

7. A copy of this policy will be provided to the person designated by the user as the responsible party the first time each year that the group schedules a facility for use.

8. All fees, wages (custodian, etc.) and/or a deposit shall be paid promptly following notification. No USD 203 employee may donate their time to work in or at a district facility.

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