

## **Facility Use Policy & Procedure**

A contract will be completed for any building use after the approval of an online facility use request. District employees may directly contact their building principal for facility use. The district allows free use for nonprofit civic organizational groups such as Boy Scouts and Girl Scouts. Charges will apply for events. An event is defined as any activity that involves spectators, concession, scorekeeping, or officials. Seaman Unified School District 345 shall be indemnified for any damages to the facility property from its use by the organizational representative.

Further, the organizational representative and or the user shall indemnify the Seaman Unified School District 345 of and from any expenses arising from any claim that anyone may hereafter present for loss, damages, or personal injury due to the use of the facility by the user. The organizational representative agrees to assume responsibility for the group to include inclement weather, any damages, and adherence to all district policies and procedures. No alterations may be made to the facility. Each building principal has the authority to establish the dates and times for their building. Reservations may be cancelled, with or without notice, due to schedule changes, priority considerations, etc. When school is canceled, facility use by outside groups will be cancelled for that day. An adult district patron must always be present during use. No building key or key fob shall be given to any person other than who it was assigned. Those using a gym should not go into other areas of the building. If a building alarm is set off, the organization will be responsible for a \$50 fine. Be specific for the requested facility use; reserving without a specific purpose is not permitted. Only normal indoor gym activities will be allowed; Prohibited activities include but are not limited to: baseball, softball, soccer, or any activity deemed potentially damaging to district facilities.

Per policy, the building principal shall make the final determination as to the scheduling of the facility use. Follow all Seaman USD 345 district policies and any posted directly on site. The use of equipment and facilities by outside groups will be determined on an individual basis by a signed contract. Outside groups wanting to use a district facility must have one district patron as a part of their group. The district will require an outside group to obtain a \$500,000 liability policy and name the district as a co-insured party. Payment shall be made out to USD 345 Seaman School attention: Business department, 901 NW Lyman Road 3rd flr Topeka Ks 66608 before gaining access. Contracts for events will be arranged and completed by the Superintendent or Business Director and may require board approval. The facility committee shall be composed of 8 members; The Superintendent, Business Director, Facilities Director, Teaching and Learning Director (Secondary & Primary), Athletic Director (High School & Middle School), Physical Education Teacher.

## Gym Use

District patrons may use **Elementary School Gyms** for **student activities**. Priority shall be given to activities that include students who attend school at the gym being used. An adult leader shall complete the online gym use form. The form will be routed to the building principal or their designee for consideration. A contract shall be completed upon approval, and key fob will be assigned to the patron for gym access. Pick up of the key fob will be arranged by the Principal. Scheduling will be considered no more than 90 days in advance; any request before will be void. Limited gym use will be considered over holidays or summer break. Exceptions to the 90 day rule shall be permitted for ongoing, non-athletic related activities, such as scouts, 4-H, etc. Each organization shall be limited to once a week for a maximum of ninety minutes unless additional time is available and approved. The building principal shall determine hours of usage.

District patrons may use **Seaman Middle School and Seaman High School North Gym** for **student activities**. Priority shall be given to activities that include students who attend school at the gym being used. An adult leader shall complete the online gym use form. The form will be routed to the building athletic director. A contract shall be completed upon approval, and key fob will be assigned to the patron for gym access. Pick up of the key fob will be arranged by the Athletic Director. Scheduling will be considered no more than 90 days in advance; any request before will be void. Exceptions to the 90 day rule shall be permitted for ongoing, non-athletic related activities, such as club meetings, booster club meetings, etc. Each organization shall be limited to once a week for a maximum of ninety minutes. The building principal shall determine hours of usage.

District patrons may use **Seaman Middle School and Seaman High School North Gym** for **adult activities**. Priority shall be given to student activities, as set forth above. An adult leader shall complete the online gym use form. The form will be routed to the building athletic director. A contract shall be completed upon approval, and key fob will be assigned to the patron for gym access. Pick up of the key fob will be arranged by the Athletic Director. Adult activities may be reserved only 60 days in advance; any request before 60 days will be void. Exceptions to the 60 day rule shall be permitted for ongoing, non-athletic related activities, such as club meetings, booster club meetings, etc. Each organization shall be limited to once a week for a maximum of ninety minutes. The Athletic Director and Principal shall determine hours of usage; however, student activities will always take priority over adult activities.

Due to potential conflicts with school sponsored student activities, adult activities may only be scheduled from 5:00pm to 9:00pm on Saturdays, and from 8:00am to 2:00pm on Sunday.

### Summer Gym Use

Elementary Gyms: No gym use all day Monday, Tuesday or Friday pm. The gyms may be used (Wednesday, Thursday 9am to 9pm) and Friday mornings (9am to 12pm). No gym use at Logan, due to Boys and Girls club being on site utilizing this facility. No gym use allowed during summer school.

Elementary gyms will not be used for volleyball activities.

SMS Gym: Seaman Middle School will be set up for volleyball use only.

### Holiday Gym Use

No holiday use. There is no staff on duty over the holidays. (Independence Day, Labor Day, Wednesday-Friday Thanksgiving Week, Christmas Day, New Year's Day, Martin Luther King Jr. Day, one (1) day during Spring Recess, and Memorial Day).

## **Athletic Field Use**

### **Athletic Fields (Grass)**

Elementary Schools are first come, first serve and are intended for youth activity use. (events are an exception and a cost will be assessed)

1. No pets allowed on athletic fields.
2. Available field equipment should be returned to its proper location following use. In addition, particular attention should be taken to ensure that portable soccer goals are securely anchored at all times.
3. Parking in designated areas only. **NO PARKING ON GRASS**
4. Users are expected to observe all rules and regulations and behave at all times in a manner considerate of our neighbors.
5. Users are expected to clean and remove all trash from areas used (athletic fields, concessions, bathrooms, parking lots, bleachers) at the conclusion of play.
6. Trash should be placed in available containers and removed from the site.
7. The district will supply all cleaning chemicals.
8. No sunflower seeds shall be sold at concessions.
9. No tobacco products on school property.
10. The Building Principal must approve all activities.

### **Athletic Field (Synthetic Turf at SHS & SMS)**

11. No food, chewing gum, or sunflower seeds on the field.
12. No metal spikes or high heeled shoes on the track or field.
13. Do not use tape on the field.
14. No incendiary products.
15. Do not drive stakes into turf.
16. Do not use bleach or oxidizing products.
17. Do not drag items across the field. (tires, blocking sleds)
18. No vehicles over 70psi (use gators or golf cart and make wide slow turns)

Violation of field use policies will result in loss of privileges, and fines.

## Kitchen Use

The use of a kitchen must be arranged through the Director of Food & Nutrition at (785) 575-8650. To ensure availability, your organization should contact the Food Service Department at least 2 weeks prior to the event. Charges will apply (see event rental fees).

Use of kitchen facilities must include a USD 345 food service staff member on site for the entire duration of the period of use. The USD 345 food service staff person will supervise the operation of equipment and the use of the kitchen.

### **USD 345 Food Service Staff Responsibilities:**

1. Oversee that health code rules are followed
2. Oversee equipment is properly operated
3. Oversee safety rules are adhered to when using equipment
4. Oversee proper hand washing and food safety standards are met
5. Oversee kitchen use by adults only

### **Event Sponsor Responsibilities:**

1. Order and supply all food and non food supplies for the event.
2. No food prepared in a private home is allowed into the kitchen or kitchen areas (Kansas Food Code 3-201.11)
3. Prepare all food or menu items for their event
4. Set-Up
5. Sell and/or serve food items
6. Clean up, including washing pots and pans, prep tables, and equipment used for the event
7. Return the kitchen and dining area back to its original condition

No children under the age of 14 are allowed to be in any part of the preparation kitchen

No students under the age of 19 are allowed past the serving lines of the kitchen into the equipment and preparation areas.

Volunteers shall not operate any of the kitchen food preparation equipment.

Volunteers must have on a hair restraint, remove jewelry, wear closed (heel and toe) skid-proof shoes with socks, wear clean clothes including a shirt with sleeves and wear an apron while assisting with any food handling.

### **Note:**

**All Seaman USD 345 kitchens are licensed facilities. All local and state health department rules, regulations, and guidelines must be adhered to by the Seaman Food Service Department, and its assigned staff during all events. The kitchen is a restricted area. Doors shall be locked when a food service staff member is not on duty. A USD 345 food service staff member must be present for any use of a seaman school kitchen. Refrigerator and freezer space is limited, other arrangements must be made to store refrigerated or frozen foods served at special functions. Exceptions must be discussed with the Director of Food & Nutrition. All leftover food must be removed at the conclusion of the special function.**

## Event Rental Fees

(Event is defined as; any activity that involves spectators, concession, scorekeeping, or officials.)

### **In-District Cost (at least 1/2 of users are patrons)**

Elementary Gyms and other rooms: \$20 per hr (2 hr. minimum)

Seaman High School North Gym \$1,000

Seaman High Football Stadium: \$1,500 per event

Seaman High Soccer Stadium: \$1,250 per event

Seaman High Auditorium: \$100 per hr

Logan Football Stadium \$1,000 per event (fieldhouse use only when renting)

Seaman Middle School Football: \$1,500 per event

Seaman Middle School Basketball: \$1,000 per event

### **Additional Costs:**

Custodian, Mandatory \$25 per hr (2 hr. minimum)

Security, Mandatory \$30 per hr

Sound and Lighting, Optional \$25 per hr

Kitchen, Optional \$25 per hr

Administrator, Optional \$50 per hr

### **Out-of-District Cost (at least one user is a patron)**

Elementary Gyms and other rooms: \$40 per hr (2 hr. minimum)

Seaman High School North Gym: \$1,500

Seaman High Football Stadium: \$2,000 per event

Seaman High Soccer Stadium: \$1,500 per event

Seaman High Auditorium: \$200 per hr

Logan Football Stadium \$1,500 per event (fieldhouse use only when renting)

Seaman Middle School Football: \$2,000 per event

Seaman Middle School Basketball: \$1,500 per event

### **Additional Costs:**

Custodian, Mandatory \$35 per hr (2 hr. minimum)

Security, Mandatory \$40 per hr

Sound and Lighting, Optional \$35 per hr

Kitchen, Optional \$35 per hr

Administrator, Optional \$60 per hr

Liability Insurance

## Seaman USD 345 Facility Use Contract

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_  
Request of (Organization): \_\_\_\_\_ Address/Phone#: \_\_\_\_\_  
Request by (Representative): \_\_\_\_\_ Address/Phone#: \_\_\_\_\_  
Responsible for Payment: \_\_\_\_\_ Address/Phone#: \_\_\_\_\_  
Facility Area: \_\_\_\_\_  
Request received by: \_\_\_\_\_  
Nature of Use: \_\_\_\_\_

Admission to be charged: \_\_\_\_\_ Proceeds for Benefit of: \_\_\_\_\_  
Reserved for: (Date) \_\_\_\_\_ (Hours) \_\_\_\_\_ to \_\_\_\_\_  
Requested time to open facility: \_\_\_\_\_ Rental Rate: \_\_\_\_\_  
Rental Total Fee: \_\_\_\_\_

### Procedures For Facility Rental (Event)

Public school buildings and grounds may be used by the public when they are not scheduled for school use. A rental payment at a rate established by the Board of Education is charged. Application for such rental must be made to the facility Principal. If the facility is available for use as requested, three (3) copies will be issued as follows:

1. One Copy - Returned to the person making the request
2. One Copy - Kept in the office of the school area rented
3. One Copy - Sent to the Central Office (Business Director)

The school office will issue one copy to the Custodian as notification of a rental. Upon completion of the rental, the custodian will collaborate with the Principal. The Principal will note any and all exceptions and/or violation of the conditions of the permit and return the information to the Central Office.

Every custodian who is working an event for a building should be thoroughly familiar with the Board of Education rules and regulations. They are:

1. The auditoriums, gymnasiums, classrooms, etc..., of the building are for school use primarily and will be rented for other purposes only when no interference with school work arises therefrom.
2. No changes are to be made in the arrangements of the rooms or stage equipment without permission of the Principal of the school.
3. The granting of applications for the use of one part of the building confers no privileges in reference to any part of the building other than the part mentioned.
4. Use of tobacco products on any part of the facility building and/or grounds is positively prohibited. The custodian should report any infractions to the principal.
5. A contract approval does not allow the use of any furniture, machine, apparatus, or tools other than in the facility area rented.
6. A contract approval does not include privileges of rehearsal or other use of rooms or building except as specified.

***The Board of Education of Unified School District No. 345 reserves the right to cancel this contract if, in its opinion, it is deemed necessary.***

**ADDITIONAL CONDITIONS OF RENTAL**

1. Rental fees are payable in advance to Seaman USD 345, Business Department, 901 NW Lyman Road, 3rd Floor, Topeka, KS 66608.
2. Renter shall obtain a \$500,000.00 Liability Insurance Policy naming Seaman Unified School District 345 as a co-insured party, and provide a copy to the principal of the requested school facility.
3. The rent charged includes a limited amount of custodial service. Custodial services included are:
  - a. Opening the facility at the times specified for said use.
  - b. Assisting with the operation of school service systems.
  - c. Closing the facility when vacated.
  - d. Performing normal cleaning of the facility that has been used.

**Note:** If additional custodial services are needed, arrangements should be made in advance, and an additional fee will be assessed based upon the additional need(s) requested.
4. If renter has not vacated the rented facility by contracted end time, Seaman Unified School District 345 reserves the right to assess additional fees for expenses incurred.
5. If, for any reason, it is necessary to cancel the reservation, a notice of such cancellation must be received in the Business Office not later than forty-eight (48) hours preceding the requested time to open the facility. In the event such notice is not given, a fee will be assessed for expenses incurred.
6. No holes shall be cut, nor nails or screws be driven into the school fixtures, walls or floors by the renter.
7. The renter shall be responsible for warning people in the area of the school facility of impending severe weather. Furthermore, the renter shall be responsible for the prompt movement of these people to areas designated as storm shelters in the facility. It is also the renter's responsibility to learn the location of the designated storm shelter areas by inquiring to the facility's Principal during his/her normal school working hours.
8. The Seaman Unified School District 345 shall be indemnified for any damages to the facility property arising from its use by the renter. Further, the renter or user shall indemnify the Seaman Unified School District 345 of and from any and all expenses arising from any claim which may hereafter be presented by anyone for loss, damages, or personal injury as a result of the use of the facility by the user.

In witness whereof the parties have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 20(\_\_\_\_)

By \_\_\_\_\_

Director of Business Seaman USD 345

By \_\_\_\_\_

(Organizational Representative)

\_\_\_\_\_  
(Name of Organization)