

Community Use of School Facilities

Rules and Regulations

The Board of Education, in accordance with Board Policies 830 and 830.1 may make school facilities available for community use. In all cases, the use of District #18 facilities by community organizations shall not interfere with the school program or school sponsored activities. Accordingly, District #18 has established the following rules and regulations for the use of school facilities by members of the school community.

Definitions

School Facilities: School facilities shall be defined as the buildings and grounds under the control and supervision of District #18.

School Community: The school community shall be defined as those individuals and/or organizations that reside or are located within the geographical boundaries of District #18.

Regulations – Non-Profit Organizations

Formally organized and recognized non-profit organizations, religious groups, and elementary school districts located within the boundaries of District #18, must:

1. Request permission to use school facilities in writing at least thirty (3) calendar days in advance of the date(s) requested through the Office of the Superintendent. Request forms will be made available through the Superintendent's office.
2. Provide proof of insurance coverage for the date(s), facility and activity requested. Newark District #18 must be named as an additional insured as follows:
 - Commercial General Liability
 - \$1,000,000 General Liability
 - \$500,000 Each Occurrence
3. Compensate a member of the District #18 custodial staff to provide janitorial and custodial services during the event. Pay all such fees at 1 ½ times the regular hourly wage of the custodian. This requirement may be waived by the Superintendent for activities involving the use of school grounds only.
4. Pay rental fees as follows:
 - **Gymnasium** - \$50 for the first hour and \$30 for each additional hour.
 - **Computer Lab** - \$40 for first hour and \$30 for each additional hour. The presence of supervisory personnel will be required per Item 5 below.
 - **Multi-Purpose Room** - \$35 for the first hour and \$20 each additional hour.
 - **Classroom** - \$25 for the first hour and \$15 for each additional hour.
 - **Athletic Fields** – for the first hour and \$10 for each additional hour.

The fees may be waived by the Board of Education on a case-by-case basis. In no case shall fees be charged for the use of school facilities to high school groups (e.g. band boosters, PTA groups, and school sponsored clubs and/or organizations).

5. The Superintendent may require the presence of a security guard or other appropriate supervisory personnel at the organization's expense.
6. District #18 activities will be given priority in the scheduling, or if necessary the rescheduling, of all dates/activities (per District Policy 830 and 830.1).

Regulations – Individuals and For-Profit Organizations

All of the regulations as noted above shall apply. However, all rental fees and custodial time must be paid in advance of the scheduled activity or event.

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