

ADMINISTRATIVE REGULATION

Guidelines for Use of Facilities

Updated December 2021

STATEMENT OF PURPOSE

A. The purpose of this regulation is to make the Hallsville R-IV Public School's athletic facilities and commons areas accessible to the citizens of the school district. The Hallsville school system, and the community as a whole, places an emphasis on health and physical fitness. It is imperative that we provide the opportunity and facilities for our youth to experience the mental and physical attributes gained from good individual physical fitness and team competition.

- B. The guidelines stated in this document are to be used by the Activities Director for scheduling events in the District facilities. First priority for facility usage will be given to student groups, clubs and organizations sponsored by the School. Second priority will be given to local youth sports organizations and then the patrons of the School District. **Adult groups will not take scheduling priority over any student group within the school or community. In season sports will take priority over out of season sports.**
- C. District employees and their immediate families may use the weight room and outdoor facilities without scheduling a specific time as long as there are no scheduled activities in progress. **The District employee must accompany family members at all times.** Staff members should schedule the use of other facilities through the Activities office.
- D. **If at any time, there is a scheduling conflict between an official school function or activity and another scheduled use, the official function or activity will always take precedence.**

SCHEDULING PROCEDURES

- A. The Activities Director will operate a master calendar for facility use and will coordinate with the athletic coaches and faculty sponsors to ascertain the dates and times the facilities will be used for school activities including athletic events and practices, concerts, meetings, dances, etc. The director shall then make the remaining time available to the community in accordance with the provisions set forth herein. Classrooms will not be rented to outside individuals or groups without the participation and/or permission of the assigned classroom teacher. **The District does not rent the football game field, west gym, track area, baseball field or softball field on a regular basis. However, they may be rented upon request for appropriate specific events. The weight room facilities are not rented to outside groups, but may be used by staff.**
- B. Hours available- If not otherwise being used for school programs, the facilities will be available for community use at the following times:
Monday –Friday 6:00 pm-10:00 pm Saturday/Sunday 7:00 am-10:00 pm
- C. Anyone renting the facilities must be a patron of the District and at least 21 years of age.
An athletic team using a district gym must be composed primarily of Hallsville students.
- D. Scheduling requests must be made in advance (one week prior is recommended). Petitioners should be prepared at the time of the request with the organization name, facility needed, date, time, number of people attending, and an alternate date if the first choice is not available.

- F. HYBA will be assigned practice times from Mid-October through Mid-March, when not being used for school activities in the East Gym and the North Gym. The director may schedule the Hallsville Youth Basketball Association (HYBA) in the West Gym for instructional events for the younger children, practices/games for the middle school out of season basketball programs, and other special events.
- G. **Cancellations must be made at least 2 days in advance or fees will be forfeited.**

COST OF FACILITY USE

- A. All reserved use of district areas shall be scheduled in advance.
- B. The cost of facility rental is according to the approved fees chart.
- C. A security deposit of \$200 may be required (PREPAID) when reserving school facilities for a group of fifty (50) or more.
- D. Deposits and rental fees will be paid at the Activities Office.
- E. The Board will approve and periodically review a fee schedule for use of facilities.
- F. Those renting facilities on a repeated basis should make full payment for usage on a monthly basis. **Anyone that doesn't pay rental fees will not be allowed to rent facilities until the outstanding balance is paid in full.**

SITE MONITOR

- A. Each group renting the facilities will designate at least one adult who will be responsible for ensuring that participants:
 - 1. Use only clean gym shoes on the gym floors.
 - 2. Ensure the participants remain inside the gym / commons and out of the halls.
 - 3. Ensure that participants do not damage any school property.
 - 4. Police the rented area for debris before leaving.
- B. The site monitor will be held financially responsible for any and all damages arising out of the use of the facilities.

USE OF GYMNASIUMS

- A. Gymnasium use by non-school groups shall be used for standard indoor activities only, i.e. basketball, volleyball, dodge ball, etc., and other approved activities/events appropriate to be conducted in the area.
- B. Arrangements for using the scorer's table need to be made in advance when reserving the gym. Maintenance will be notified of the need and will have the table set up and ready for use. The table will also be put away by school employees. Folding chairs will be made available for team benches during sessions where games are scheduled.
- C. School athletic equipment (balls, uniforms, etc.) should not be used by the outside groups.
- D. Intentional and accidental damage to facilities or equipment is the responsibility of the group or individual renting the gym.
 - 1. The renting party will be totally responsible for any damage to the facility or structure.
 - 2. There will be consideration given towards the replacement cost based on the age of the equipment and its life expectancy. The school administration will determine the final charges for the party, including materials, shipping charges and the cost of labor required for on-site work.

USE OF COMMONS AREAS

- A. Organizations desiring to serve meals must make that known to the Activities Director and receive permission from the administration.
- B. When a school kitchen is used, an employee of OPAA must be hired (at the organization's expense) to supervise the use of the equipment.
- C. Equipment and furnishings may not be removed from the area and should be returned to order before leaving the premises.

USE OF OUTDOOR FACILITIES

- A. The softball fields, baseball field, and the track area can be used on a first come basis without reservations when the area does not have scheduled activities.
- B. The baseball field and the softball field at the main campus can be reserved if lights are needed for a practice or game. Availability will be limited to times there are no school activities and no Hallsville Little League activities.
- C. Reservation requests that are made between April 1 and August 1 may take additional time for confirmation since verification is needed by the school and the little league program.
- D. The District will make the decision if fields and track area are available for play if conditions are questionable.
- E. Restrooms can be made available if a rental fee is paid.

ACCESSIBILITY

- A. A school employee will be responsible for unlocking and locking the facilities for group use when working their regularly scheduled hours. If outside groups are using the facilities outside of the normal working hours, arrangements must be made with the Activities Office. **The gyms & commons areas will not be regularly available for rent during winter, spring, and summer break.**

DISCLAIMER

- A. The Hallsville R-IV school administration reserves the right to terminate the use of the facilities by any individual, group, or organization.

Fee Schedule for District Facilities

<u>Facility</u>	<u>Hourly Rate #1</u>	<u>Hourly Rate #2</u> (Attendant Required)
East Gym	\$20	\$35
North Gym	\$30	\$45
West Gym	\$40	\$55
Primary Gym	\$40	\$55
Primary Batting cage	NA	\$50
Commons/Cafeterias	\$30 without kitchen	\$45 without kitchen
Classroom with Permission	\$10	\$25
Softball/Baseball Fields	\$50	\$65

Hourly #1 rates will be for individual or small group usage that does not require an attendant to be present. This rate will also be charged if a District employee is in the area working a regular shift.

Hourly #2 rates will be for large groups (50 or larger) or for groups that will have an audience or require use of restrooms.

*Primary batting cage is a two hour minimum rental fee. Cage rental season will be from February-April.

*Primary batting cage will require an attendant to set-up and take down the batting cage. This attendant should be paid \$50 per day.

*An additional charge would apply to both rates for the commons/cafe to pay an OPAA employee if the kitchen is used.

*Teams associated with the Hallsville youth leagues, will not be charged a rental fee during their actual season.