

SCHOOL FACILITIES – USE OF

The Board of Trustees encourages the use of school buildings and facilities by community groups whenever such use (1) will not interfere with regular school or school-sponsored programs or activities, (2) will not disrupt planned maintenance procedures, and (3) is in accordance with the policies and regulations of the District.

The Board shall authorize a fee or cost recovery schedule for the use of District facilities, which shall be implemented through Administrative Regulation DFB-R. Rental fees may be waived by the Superintendent after consultation with the coordinator of business services, for groups using facilities at times when they are normally open and if, in his/her judgment, no special custodial services are needed for either supervision or safety.

The Coordinator of Business Services, in coordination with the building principal and the Coordinator of Support Services, shall schedule the use of any District facility after determining the availability of the facility and reviewing the request as to purpose and integrity of the organization making the request. If the Coordinator of Business Services denies the request, the organization may appeal the decision to the Superintendent.

Whenever any group or organization is permitted to use a District facility or equipment, the Coordinator of Business Services shall determine the level of supervision and District support services necessary for each activity and assess fees in accordance with Board policy, Administrative Regulation DFB-R, and applicable law.

An officer or other responsible representative of the organization requesting use of a District facility must agree in writing to indemnify the District for any damages sustained by such use of school property.

The facility will not be considered rented until all the required paperwork is received by the school district business office and payment (if required) of rental fee has been received by the school district business office.

Conditions of Use

Permission shall not be granted for the use of any District facility or equipment which would in any manner whatsoever interfere with or impede the conduct of school activities.

No school or facility of the District shall be used for any purpose which could result in picketing, rioting, disturbance of the peace, or damage to property, or for any activity which would cast, in any manner whatsoever through its content, an inappropriate reflection upon the race, creed, or color of any citizen of the United States.

No permission for use of any District building or facility shall be granted for meetings or activities of any group whose purpose is to subvert or overthrow by violent or unlawful means the government of the United States or the State of Wyoming.

Alcoholic beverages and/or illegal drugs are not allowed on school grounds or within District facilities at any time.

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Use of tobacco is prohibited on school grounds and within all facilities of the District.

No school building or District facility shall be used for any purpose prohibited by law.

The Board of Trustees reserves the right to deny or cancel permission for use of any District facility if danger exists that public disorder or possible damage to school property may result from the proposed use.

RESPONSIBILITY FOR FACILITY USE

All persons and groups using or renting school premises or property shall (1) conform to all District safety regulations (i.e., electrical, fire, etc.) and (2) assume responsibility for all damages that occur while said property or premises are being used or rented. The user shall pay the cost that may be incurred by the District in making needed repairs and replacements.

INSURANCE REQUIREMENTS*

Any individual, group, or organization using school property as provided under this Administrative Regulation/Operating Procedure or for other purposes shall hold the Board of Trustees, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during, or be in any way caused by, such use or occupancy of school property. When using school facilities, those organizations will be required to furnish satisfactory liability protection.

In all cases, the using organization shall be required to furnish aggregate claims and specific occurrence insurance, naming Park County School District #1 as an additional insured, in the following amounts:

Aggregate claims	\$2,000,000.00
Specific occurrence	\$1,000,000.00

Evidence of the required insurance coverage shall be filed with the District's Coordinator of Business Services.

*In those instances when fees are charged to underwrite costs of offering the program and the primary focus of the activity is skill development, the Superintendent may reduce or waive the insurance requirement.

FOR SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES, PLEASE REFER TO POLICY DFB-R (See next section of this document)

ALL SCHOOL ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES.

ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT OR COORDINATOR OF BUSINESS SERVICES.

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Reviewed: 3/8/2022

SCHOOL FACILITIES – USE OF

COST RECOVERY SCHEDULE FOR USE OF SCHOOL FACILITIES

CLASS I -- Student organizations, classes, clubs, teacher organizations, school-affiliated parent organizations, Northwest College, Powell Recreation District, or similar organizations having a direct connection with education when these groups are sponsoring activities for which no admission is charged.

No Rental Fee

Charges may be assessed for actual cost of custodial services, including hourly wage, plus overtime if applicable, plus benefits, depending on the nature and time of the event.

CLASS II – Youth clubs and youth activities not sponsored by the District. Northwest College, Powell Recreation District, and other youth-serving organizations shall be classified under this section when conducting youth activities, specifically when admission is charged.

No Rental Fee

Eligibility for facility use by youth clubs and youth activities shall not depend upon nonprofit status or any other corporate organization or legal structure.

Youth organizations shall not be charged more than the district's direct incremental personnel, equipment, utility, and supply costs actually incurred during the period of use., to include, but not limited to the following:

Cost Recovery Schedule	
Service	Charge
Custodian*	Actual hourly wage + benefits/overtime
Security/SRO	Actual hourly wage + benefits/overtime
Kitchen Staff	Actual hourly wage + benefits/overtime
Utilities	Actual incremental cost**
Supplies	Actual replacement cost

Operator for special lighting/sound	Actual hourly wage + benefits/overtime
Student assisting at auditorium	Actual student hourly wage + benefits/overtime
Cafeteria supervisor	Actual hourly wage + benefits/overtime
Other personnel as approved by the Coordinator of Business Services	Actual hourly wage + benefits/overtime
Equipment	Equipment actually used exclusively for the event, including specialized audiovisual equipment, athletic equipment requiring extraordinary setup or maintenance, or other District-owned equipment requiring additional expense shall be billed at actual cost

*** Direct incremental costs are costs that would not have been incurred by the District but for the requested use of the facility. Direct incremental costs do not include capital improvements, depreciation, routine maintenance, general administrative overhead, or other indirect operating costs.*

**Custodial fees and fees for special personnel: The District will determine the assignment and number of the staff that are necessary to cover the event.*

Operator for special lighting/sound -- as per current wage schedule for certified staff/non-student time.

Student assisting at auditorium -- as per current wage schedule

Cafeteria supervisor -- actual cost including benefits

Other personnel as approved by the Coordinator of Business Services -- actual cost(s)

Utility charges listed above include lights and heat only; cost for custodial services and other special personnel will be itemized at actual cost.

CLASS III – (Non-Youth Organizations) Civic clubs, charitable and character-building organizations, non-profit organizations, religious groups, and other organized groups, conducting meetings devoted to community interest or child welfare and for which no admission/and or participant/entry fee is charged.

Classroom - \$10.00

High School or Middle School Gymnasium - \$50.00

Auditorium - \$50.00

Elementary Multi-Purpose Rooms (including Clark) - \$40.00

Cafeteria (required presence of one cafeteria employee as supervisor) - \$40.00

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Charges listed above are in addition to the cost recovery schedule listed under class II.

CLASS IV -- (Non-Youth Organizations) All other civic, fraternal, religious, political, service organizations, etc., sponsoring events for which admission is charged. (*)

Auditorium \$150.00

High School Gymnasium or Middle School Gymnasium - \$150.00

Elementary Multi-Purpose Rooms (including Clark) - \$75.00

Charges listed above are in addition to the cost recovery schedule listed under class II. The listed charge covers a session from one (1) to four (4) hours; there will be a charge of \$10.00 per each additional hour.

(*)In those instances when fees are charged to underwrite costs of offering the program and the primary focus of the activity is skill development, or directly benefits students, the Superintendent may reduce or waive the rental fee requirement, at his/her sole discretion.

ADDITIONAL INFORMATION

Upon written request from a youth club or youth activity not sponsored by the District, the Coordinator of Business Services shall provide an itemized statement identifying the personnel, equipment, utility, and supply costs actually incurred for the specific use of District facilities. The statement shall be provided within fifteen (15) days after receipt of the request.

There may be instances where no district staff members are available particularly around school closures for breaks or paid holidays. In that case, rental may be denied on those grounds.

School cafeterias shall be available only when groups are so large that they cannot be accommodated in any other facility in Powell.

Cafeteria personnel shall be available to supervise and prepare food. Actual costs shall be charged for this service.

ALL SCHOOL ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES.

ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT OR COORDINATOR OF BUSINESS SERVICES.

Adopted: 9/8/2026