Pleasant Grove Public Schools

SCHOOL FACILITIES USE POLICY - BOE Policy GK

It is the policy of the Pleasant Grove Board of Education to permit responsible individuals or organizations (**where the main purpose is to benefit the citizens of Pleasant Grove**) the use of school buildings and athletic fields to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is, by law, vested in the Pleasant Grove Board of Education, and the administration of the rules and regulations governing the buildings is delegated to the Superintendent of Pleasant Grove Public Schools.

This policy covers all functions/events which are held in the Pleasant Grove Public Schools after 3:00 p.m., Monday through Friday, and anytime on Saturdays and Sundays.

Priorities for Use of School Facilities

Priorities for use of school facilities, including buildings and athletic fields shall be as follows:

1. Pleasant Grove School Activities (student performances, student athletic events, dances, graduation, school councils, school committee, etc.)
2. Pleasant Grove Community Educational Activities
3. Pleasant Grove School Support Groups (PTO, PTA, etc…)
4. Pleasant Grove Youth related non-profit organizations (Youth Sports, Scouts, etc…)

****Use of any school facility or school grounds shall not interfere with daily school use or any school sponsored activity.*

Conditions of Use

1. A signed **School Facilities Use Policy** form must be submitted to the Administration Office of Pleasant Grove Public Schools.
2. It is suggested that all users obtain and review this policy in its entirety.
3. There are certain restrictions upon the use of school property and the building. The user is solely responsible for the fulfillment of the regulations of the following:
    a. State Department of Public Safety
    b. State and Local Fire Laws
    c. State and Local Police Laws
4. All must be in compliance with the Pleasant Grove Public Schools 24/7 Tobacco, Drug & Alcohol Free policy.
5. To protect the community's investment, the District requires the following:
    a. Return furniture to original locations,
    b. Materials and equipment in the area should be left undamaged,
    c. Clean up the area after use, including bleachers and floors,
    d. Close doors, windows and turn off lights upon leaving,
    e. Place all waste in the proper receptacle.
6. The person(s) responsible for renting must be present throughout the time the facilities are being used.
7. ***The applicant is responsible for the decorum of the group, including spectators***. All individuals and/or groups authorized to use school facilities for activities shall be responsible for providing adequate supervision, and for complying with all of the District's rules and regulations.

8. Youth or children's groups must have appropriate adult supervision. Supervisors or groups are required to remain in the building until all members of the group have left the building and ensure the facility is properly secured.
9. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the staff, participants, buildings, grounds or equipment is prohibited.
10. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the user organization. The user organization will be billed for any repairs needed to restore the facility and/or equipment to its original state.
11. It is the policy of the Pleasant Grove Public Schools not to loan school materials and equipment to individuals or groups.
12. All fire lanes shall be accessible at all schools. This will be enforced by the Shawnee Police Department, and violators are subject to being ticketed and/or towed.

Athletic Purposes

1. In all cases where gymnasiums are used for athletic purposes, participants are required to wear athletic shoes. Do not place anything on the gym floor surface that may damage it (tape, metal objects, etc…).
2. The user is not to enter any area other than those identified in the contract. Persons attending the function shall confine themselves to the room(s) and corridors assigned for their use. ***It shall be the responsibility of the permit holder to restrict the activities of the group to that specific area except for necessary areas and restrooms.*** Failure to do so may result in revocation of facility privileges.
3. The facility is to be utilized only during the season for which the user organization is participating.
4. The facility may only be utilized on Mondays, Tuesdays and Thursdays of each week.
5. The time of use for the facility will be limited to two (2) hours per event, unless otherwise approved by the superintendent of schools.
6. The facility will be utilized no later than 8:00pm at each time of use.
7. In order for a competitive athletic team to utilize the Pleasant Grove Public School facility, ***at least*** 30% of those participating must be Pleasant Grove Public School students.

Gym Floor Maintenance Policy

1. **NO STREET SHOES ARE ALLOWED ON THE COURT AT ANY TIME**. Coaches and/or sponsors are responsible for making certain that all participants clean their shoes prior to entering onto the court.
2. Sweep the floor surface with a dry dust mop before **AND** after practice or games.
3. **DO NOT** put any form of cleaner on the floor unless it is provided by Pleasant Grove Public Schools.
4. **DO NOT** place any object on the wood floor that may damage its varnished surface (Ex. tape, heavy objects, metal, etc…)
5. **DO NOT** drag any object across the surface of the floor.
6. **IMMEDIATELY** clean any spills that occur on the wood floor.

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Clean-Up

1. Additional clean-up required of school personnel will result in an additional charge being placed on the user.
2. All decorations, trash and other materials used shall be removed immediately by the renter after the completion of the function. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the Superintendent of Schools.
3. Pleasant Grove Public Schools will not be responsible for any material left behind – It will not be saved and the user organization will be charged for its removal.

Miscellaneous

1. Scheduling for the use of building facilities and grounds shall be made through the superintendent's office.

Schedule of Fees, Rates, and Charges

School facilities may only be used if a district employee is present for the duration of the scheduled activity.

- Classroom: $25.00/hour + Employee @ $20.00/hour
- Gymnasium: $100.00/hour + Employee @ $20.00/hour
- Kitchen: $100.00/hour + Employee @ $20.00/hour
- Playing Fields: $100.00/hour + Employee @ $20.00/hour
- Multipurpose Facility: $50.00/hour + Employee @ $20.00/hour
- Transportation/Other Equipment: Discretionary and only with approval of Superintendent
    - Entities utilizing the PGS facilities over a period of time will be subject to a rate to be determined based on amount of usage, amount of wear of equipment/facilities, and length of time of usage.

School facilities may be used at no charge if the student roster is at least ½ Pleasant Grove currently enrolled students.

By signing below I hereby acknowledge that I have read and understood all conditions of use as outlined in the Pleasant Grove Public Schools *School Facilities Use Policy.* I also acknowledge that the superintendent of schools has the authority to revise any and all conditions as deemed necessary.

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Printed Name of Organization **Printed Name of Supervisor/Employee** **Date**

_____

Signature of Organization Representative **Signature of Organization Representative** **Date**

_____

Superintendent **Approval / Denial** **Date**