

FACILITIES USE

The Board of Education believes that the primary use of school buildings and athletic facilities is for the education program. However, the Board is cognizant of the large investment of the community in District facilities and the community shall be encouraged to make use of District facilities. Therefore, a private business or an organization may be allowed to use school facilities for activities that are deemed to have a positive influence on the community.

I. General Provisions

- A. The Edmond Public Schools Board of Education is dedicated to providing a safe and healthy environment at all District facilities. Drugs, alcohol, tobacco and dangerous weapons are prohibited on school property. All individuals on school premises share in the responsibility for adhering to and enforcing this policy.
- B. Renting organizations may be required to submit a non-refundable deposit fee in the amount of \$250 in order to reserve the facility. The \$250 deposit will be credited to the final invoice for the renting organization. All fees derived from the renting of District facilities will be deposited into the General Fund.
- C. Renting organizations will be required to provide a certificate of insurance for liability at least five (5) working days prior to the scheduled meeting or event. The certificate of insurance will be provided to the District's business office and shall name Edmond Public Schools as an additional insured with the combined general liability limits of \$1,000,000.
- D. Any hired services related to the rental (i.e. food trucks, inflatables, vendors, etc.) shall also provide proof of insurance as provided under C. above.
- E. All damages to District property during the time of occupancy will be the responsibility of the renting organization. Such damages will be billed based on replacement cost and will be included in the final billing information.
- F. A written agreement must be completed and signed by both the renting organization and the District Business Manager prior to the scheduled event. All rentals are subject to cancellation if it is deemed in the best interest of the District.
- G. Long-term rental agreements (e.g. church use) may be granted for regular meetings of a non-profit organization subject to availability and staffing. The District may grant a renting organization an annual rental with renewals up to a total of five years use.
- H. District facilities are not generally available during periods when buildings are closed. This includes summer, seasonal breaks, and holidays.

II. Special Provisions

Adopted 09-02-97 Revised 03-07-05 Revised 07-08-14
Revised 10-04-99 Revised 06-04-07 Revised 07-01-16
Revised 08-02-04 Revised 01-14-08

- A. Based upon a determination that a requested use would be in the District's best interests, organizations which primarily serve students of Edmond Public Schools or an exceptional community purpose, at the Superintendent's discretion, may be permitted to use classrooms or small group areas for meetings, events or services for students at no charge. Examples of such organizations are: Bluebirds, Brownies, Campfire Girls, Girl Scouts, FCA, Cub Scouts, Boy Scouts, etc.
- B. Mutual use agreements, such as with the OSSAA and YMCA, and special events, such as the PGA Tournament and Endeavor Games, are not governed by this policy. Facility use provisions for Board-approved Camps and Clinics are established in Policy #5090 Summer Camps and Clinics.
- C. PTA/PTO groups and other specifically sanctioned parent organizations fall into a special class of facility users. Such organizations that conduct fund raising activities utilizing the facilities identified will be subject only to the provisions noted below:
 - 1. The organization will furnish the school district with a liability policy covering the specific activity or event. The policy must name the Edmond Public Schools as an additional insured.
 - 2. The organization will be assessed a utility fee in the amount of \$20 per hour for utilization of a gymnasium, cafeteria, auditorium, or athletic facility.
 - 3. In addition to the rental fee, organizations shall be charged a minimum \$30 per hour fee for custodial personnel, and/or auditorium technicians, and/or a facility supervisor, as applicable.
 - 4. The requirement to obtain liability insurance coverage (except for hired services as noted in section I paragraph D above) as well as the utility fee shall be waived if all proceeds from the activity are deposited into the school's appropriate activity account.
- D. Use of facilities by current or retired EPS teachers for extra-curricular classes offered on a tuition basis as a private business (such as ACT preparatory courses) may be provided at the non-profit rate if it is determined that such classes provide an exceptional benefit to predominantly Edmond Public Schools students. This provision applies only to businesses that are wholly owned by current or retired Edmond Public Schools employees. This provision does not apply to any activities covered under Policy #5090 Summer Camps and Clinics.

III. Buildings and Athletic Fields Use Fees

Except as noted within section II paragraphs A-C above, the following fee structures apply to facility and athletic field rentals:

Adopted 09-02-97 Revised 03-07-05 Revised 07-08-14
Revised 10-04-99 Revised 06-04-07 Revised 07-01-16
Revised 08-02-04 Revised 01-14-08

Rental Fees for Edmond Public Schools Building Facilities

<u>Facility</u>	<u>Non-Profit Rates</u>	<u>For Profit Rates</u>
Classroom	\$30 per hour	\$60 per hour
Dining Area	\$75 per hour	\$150 per hour
Dining Area/Kitchen*	\$110 per hour	\$220 per hour
Elementary/Middle School Gym	\$85 per hour	\$170 per hour
High School Gym	\$120 per hour	\$300 per hour
Auditorium		
Each Rehearsal	\$240 per use**	\$840 per use**
Each Performance	\$300 per use**	\$900 per use**
Security Officers	Cost	Cost
Foyers & Galleries	\$55 per hour	\$165 per hour

In addition to the rental fee, organizations shall be charged a minimum \$30 per hour fee for custodial personnel, and/or auditorium technicians, and/or a facility supervisor, as applicable.

*Organizations renting kitchen facilities will also incur a minimum \$30 per hour fee to cover cafeteria personnel costs. The fee is to be based on one-quarter hour increments from time of occupancy until cleanup is completed.

**Per use applies to a maximum of four (4) hours use during a single calendar day. An additional hourly charge (\$80 for non-profit and \$230 for profit making organization) will be assessed for time used that exceeds the four-hour base.

Rental Fees for Edmond Public School Athletic Fields

Adopted 09-02-97 Revised 03-07-05 Revised 07-08-14
 Revised 10-04-99 Revised 06-04-07 Revised 07-01-16
 Revised 08-02-04 Revised 01-14-08

Due to high demand of outdoor athletic facilities for school and school-related uses and the high cost of maintaining natural turf grounds, athletic fields, including football fields, will not be available for rental purposes unless event-specific authorization is granted through the Superintendent/Designee. Requests are to be made through the EPS Business Manager.

Athletic facilities will be rented only to recognized athletic organizations/associations. Individual teams not directly associated with the Edmond Public Schools will not be permitted to rent athletic facilities unless arrangements are made by a recognized organization.

The following basic fee structure is to be followed on a pro rata basis in the event that a field rental request is approved:

<u>Athletic Field Facility</u>	<u>Non-Profit Rates</u>	<u>For Profit Rates</u>
Middle School Athletic Fields	\$200 per day	\$400 per day
High School Athletic Fields	\$400 per day	\$800 per day

Per day is defined as eight (8) hours of use. Athletic facilities rented for organized events such as track meets, games, or tournaments will be required to engage an authorized district employee to supervise the use of the facilities and provide field preparation. For this service, an additional fee will be charged at a rate of \$30 per hour, and organizations will be charged a \$30 per hour fee for custodial personnel if public restrooms are utilized. As applicable, a \$150/day grounds cleanup fee will also be assessed.