

**School/Community Relations**

**Community Use of District Facilities**

**Procedure to Apply for Use of Buildings and Grounds**

All requests for use of the buildings and grounds must be in writing on the form provided. This must be presented to the office of the Director of Facilities at least two weeks prior to the requested use of building or property.

The signing of an application form for use of a district facility shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meeting held under its control and for prompt payment to the district to cover any damage to district property which was a result of the organization's use of the facility. The district reserves the right to require a district-appointed site monitor be present during any or all activities.

The person whose signature appears on the application will be held responsible for fulfilling the terms of the application. This person must be at least 21 years of age.

**Compensation for Damage or Loss**

Any cost to repair or to replace damage or loss to equipment, grounds or buildings shall be paid by the person or group responsible for the damage or loss. Depending upon the type of use, a damage deposit may be required prior to usage.

**Disciplinary Authority**

Any administrator, school district employee or appointed site monitor in attendance or in charge of the building is authorized to stop any rowdiness and will expect the adult in charge to cooperate. The school personnel in charge will report any misbehavior or other problems with the group or organization to the building principal and Building and Grounds Department immediately.

**Designation of Area for Use**

The administrator, school employee or site monitor in charge will ensure that only the areas listed on the rental form be used by the group or organization and will expect cooperation of the adult in charge of the group.

### **Guidelines for Use of School Buildings**

All requests for use of school buildings by organizations must be in writing and may be approved under the following guidelines:

1. Space must be available.
2. Rental must not interfere with the normal operation of the school.
3. All school activities and district operations (cleaning schedules, renovation projects, etc.) take priority over outside group facility requests.
4. Any group or organization may only request facility use within one school year. Facility requests must be re-submitted for consideration each year.
5. Facility request should be made a minimum of two weeks in advance of requested use. Any facility request made with less than two weeks' notice may be denied and/or moved down the priority list.
6. The superintendent and/or designee is authorized to approve such requests.
7. Any appeal of the superintendent's and/or designee's decision may be made, in writing, to the Board of Education.
8. Facility request approval will be based on availability of requested space, priority category of group, district's ability to properly staff the request, proper insurance coverage, payment of damage deposit and all identified fees.

### **Proof of Insurance**

The organization or group must furnish a certificate of liability insurance of \$1,000,000 or other securities may be required if the district determines the organization's activity so warrants. The certificate of insurance must be on file at the district office prior to any function occurring (no exceptions).

### **Restrictive Regulations**

School facilities cannot be used by an individual, group or organization for any activity that is intended to overthrow the government by force, violence or other unlawful means. Activities in conflict with local, state and federal laws are not permitted. School facilities may not be used for

any activity or program that reflects on, or discriminates against, persons of any race, color, creed or national origin.

### **Use for Elections**

Buildings may be used for elections and registration of voters providing the facilities are available and adequate.

### **Vending Machines or Concessions**

No vending machines shall be placed, or concessions sold, on school property without consent of the building principal and/or the superintendent.

### **Smoking Regulations**

All students, teachers, employees and visitors to Raymore-Peculiar School District will be prohibited from using tobacco products, electronic cigarettes, or tobacco derivatives in all district facilities and on all district grounds at all times.

The use of alcoholic beverages, smoking and tobacco products, profane language or gambling in any form is not permitted in district facilities or on district property.

### **School Closings**

When the superintendent has declared the "schools closed" due to inclement weather, the buildings will be closed and all in-district building activities will be canceled. If weather conditions improve during the day, the superintendent has the authority to determine whether building activities will be held as scheduled. The district reserves the right to cancel activities on Saturdays or Sundays due to inclement weather.

In case of an emergency, the superintendent reserves the right to cancel any scheduled activity of a nonschool group at his/her discretion. Such cancellation shall be made as early as possible so that all persons involved can be notified.

### **Priority Use of Facilities**

The district establishes the following priority for use of facilities:

1. School curricula, student activities, athletics, and adult education (no charge).

2. School-related organizations: e.g., PT A, Booster Club, teacher/employee associations, and other autonomous non-profit groups serving Raymore-Peculiar students (no facilities charge except where special maintenance, custodial, food service, security or technical personnel are required).
  
3. Non school related organizations

Class A Group	Non-profit governmental units, youth organizations with at least 75 percent of the membership of the group residing within Raymore-Peculiar District (no facilities charge except where special maintenance, custodial, food service, security or technical personnel are required).
Class B Group	Non-profit governmental units, youth organizations with at least 50 percent of the membership of the group residing within Raymore-Peculiar District will be charged 50 percent of the facilities charge. Fees for special maintenance, custodial, food service, security or technical personnel will be assessed at full rate if they are required.
Class C Group	Commercial enterprises, religious organizations, community groups, non-school sponsored education classes (all charges apply).

**Fee Schedule**

All fees associated with use of Raymore-Peculiar facilities may be obtained from the office of Buildings and Grounds located at 21005 S. School Road, Peculiar, MO 64078. The office phone number is (816) 892-1362.

\*\*\*\*\*

Implemented: July 1, 2018  
Raymore-Peculiar R-II School District