

Facility Rules and Use Agreement

Reference policy for more detail

1. A USD 453 school district employee must be present in building during use by any group. Exempt employees may host event in assigned building. Custodial wages are subject per event.
2. Renter must observe all City and Life safety codes. District and City officials may attend all events at no charge to ensure safety measures are met.
3. Custodial service includes opening the building, explanation of service systems (lights etc.) and closing of the building. Extra custodial service, overtime or requirements that keep the custodian from performing normal duties will be billed to the organization requesting the use of facility.
4. If applicable, payment for custodial service, food service support, stage light operator, etc., must be paid to the board of education in addition to applicable rental charges.
5. Individuals or groups, including camp sponsors, who request the use of school facilities, will be required to carry liability insurance of at least \$1,000,000.00. A copy of the proof of insurance must be provided to the business office naming the board of education as additional insured.
6. Person(s) using the facility is responsible for school equipment and shall pay for any damages incurred. The board of education does not assume responsibility for property brought into the building.
7. Food or drink will not be allowed in the auditoriums and /or gymnasiums.
8. Gambling, smoking or the use of alcoholic beverages on school property is not allowed. Persons requesting use of facilities will be required to enforce this regulation.
9. When a specific room(s) is reserved for a group, no other rooms except lavatories may be utilized.
10. The person(s) renting the building must provide supervision to ensure that spectators are not allowed in other areas of the building.
11. Children are not to be left unattended.
12. Scheduled events will be cancelled if school is cancelled due to inclement weather. Holidays are observed and no events are held during these days. **No School- No Event.**
13. Abuse of any facility and/or noncompliance with use policies and guidelines may result in the denial of future event requests.

Kitchen Use

Once the Request for Facilities is approved, the Child Nutrition Department must be contacted by the group that is using the building if any access to the kitchen is needed.

A Child Nutrition staff member must be on duty for the entire time that the kitchen will be open/used. The staff member's responsibility is to oversee the use of the area rather than work for the event group. The kitchen must be left in the same condition as it was at the start of the event.

EQUIPMENT OR WARES may not be removed from the kitchen.

DISPOSABLE SUPPLIES (foil, napkins, etc.) are not part of the kitchen access agreement.

No access will be granted without arrangements being made with the Director of Child Nutrition prior to the event. If access is provided by building staff, the cost for repair or replacement of any damaged or missing equipment will be billed to the event group.

FACILITY RENTAL FEE SCHEDULE

All pricing is per hour

*****Custodial, Technology, Child Nutrition or any support service personnel are an additional charge to building rental cost and are not subject to reduction or exclusion ******

***** Stadium/PSC fee is not subject to any discount *****

Custodial fee per hour: \$40

Food Service fee per hour: \$40

Technology fee per hour: \$50

Maintenance/Grounds fee per hour: \$50

Pioneer Stadium or Pioneer Sports Complex:

\$500 deposit and \$500 minimum for 3 hours per field (\$125 per hour over initial 3 hours)

(Additional cost added for support staff)

Gym use per hour (LHS large competition gym may be excluded based on activity):

For-profit corporations: \$50 per hour

Non-profit and tax-exempt organizations: \$25 per hour

Leavenworth County Entities: \$0 per hour

Cafeteria fee per hour: \$30

Auditorium fee per hour:

For-profit corporations: \$150 per hour

Non-profit and tax-exempt organizations: \$75 per hour

Leavenworth County Entities: \$0 per hour

Press Box fee per hour: \$90 (includes 1 Technology employee)

***See Stadium use policy for more details.**

All renters are required by district policy to pay the wages of any USD 453 staff that is required to work an event as stated on the application. PIONEER STADIUM/PSC will have USD 453 staff at all events and the renter will be required to pay for these services.