



Book	Leavenworth USD 453 District Policies
Section	K - General Public Relations
Title	Use of School Facilities by Community Groups
Code	KG (See DFG and JH)
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School Property and Equipment Use Permit

Leavenworth Public Schools may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Consistent with the policies set forth herein, the district shall provide equal access to all community groups.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Section 1: Overview

As a guest in the Leavenworth Public Schools, please be aware that security and safety are paramount. We work hard to maintain our buildings as well as serve our community and ask you to be respectful of our property. In maintaining security, we require that the requesting/responsible adult be present at all times, that you maintain a locked and secure perimeter and that you keep the participants of your event in the area reserved.

Leavenworth Public Schools will require guests to comply with all life safety rules such as maintaining clear hallways and accessible exits. Please consult with the building administrator or custodian for clarifications. We request that you become familiar with exit paths and fire alarm pull stations. If your event exceeds 300 people, you will be required to address the audience with a verbal or written announcement to direct attention to closest exits per the State Fire Marshal. (*"In accordance with Kansas State Fire Marshal regulations, we request that you take a moment to identify two emergency exits closest to you. We have checked these exits and the other emergency equipment in this building and verify they are available for use in case of emergency. In case of an emergency, pay close attention to the announcer or your usher for important life safety information."*) Failure to comply with reasonable requests, violation of any provision of these guidelines or inappropriate treatment of district staff may result in the guest's removal from the building or cancellation of a future facility use request.

Section 2: Priority

All USD 453 school-related activities will have priority in facility use. It may be necessary to reschedule outside groups to provide accommodations for rescheduled school events.

Section 3: Non-interference

The use of USD 453 facilities should not interfere with clean-up and preparation for the following school day.

Section 4: Obtaining Approval for Use/ Fees

Fees and staff support charges for the use of school facilities and grounds are established by the board of education. All arrangements for rental shall be made through the business office using the following procedures:

- A completed application "Request for Use of Facilities" must be made at least ten days prior to the date(s) requested and returned to USD 453 office or school building requested. The district does not allow bookings more than ninety (90) days in advance.
- Once received, the request form will be reviewed and approved or denied and a copy will be returned to requestor.
- A \$500 deposit will be required at the time of application for use of PIONEER Stadium or Pioneer Sports Complex (PSC) and paid to the business office.
- No deviation in the rental schedule adopted by the board of education shall be made except by the board of education or business office designee. This may require attendance at a Board Meeting to make such a request.
- A school employee must be present in the building or on school property during use by any group.
- The board of education will not assume any responsibility for property brought into the school.
- The renter will be solely responsible for the school's equipment and property and shall pay for any damage incurred. Costs will be determined by the business office or its designee.
- To the extent the district is required to provide Technology, Kitchen, Maintenance or Custodial support staff for events that take place outside of regular staff hours, such staffing costs will be charged to the renter.

Section 5: Fee Adjustment

When a group that would normally be charged for use of facilities wishes to use the facilities in exchange for a direct financial benefit to Leavenworth Public Schools, board of education or designee will have the authority to adjust or

waive the fees. This may require attending a board of education meeting to make such request. The cost of school personnel wages shall not be waived.

Section 6: Liability Insurance

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 and must furnish the board of education a certificate of insurance naming the board of education as additional insured, unless otherwise directed by the business office.

Section 7: Summer

Because of staff availability and related limitations, the board of education does not permit the use of school district facilities by outside community groups during the summer months. However, Leavenworth Public Schools may permit the use of district facilities for school-sponsored summer camps and other school-sponsored activities.

Section 8: Cancellations

All cancellations must be made no later than one business day in advance through the business office. (Cancellation requests on the same day will not be honored and the group will forfeit the deposit.)

- The custodian or other staff member will not be required to wait more than fifteen minutes beyond the opening time designated on the application form.
- If school is canceled due to inclement weather all events will be canceled as well. Holidays are observed and no events are held during these days. **No School, No Event.**

Section 9: Decorations and Fire Safety

All decorations must be fireproof or fire-resistant and must receive approval from the fire department or designee. The use of open flames will not be permitted. Those who rent the school facilities must enforce the regulations for fire prevention and safety.

- Stage curtains may be used by parties renting auditoriums provided they are not rolled, tied up, or taken down. Nothing should be hung on curtain supports.
- No holes shall be cut, nor nails, tacks, or screws driven into school fixtures, walls, or floor by renters. No tape on walls or floors.
- School furniture or equipment may not be moved by organizations renting the school facilities. Special arrangements for equipment desired may be arranged with the business office, school principal or designee.
- School facilities must be left in the order in which they were found.
- It is best to discuss the manner which the area will be used with the business office or designee prior to rental day.

Section 10: Fees

All for-profit corporations, non-profit and tax-exempt organizations, and Leavenworth County entities are subject to the respective fees set forth in the Facility Rental Fee Schedule. Charges for staff support are in addition to the facility fees.

Section 11: Large Event-Stadium, Auditorium, or Pioneer Sports Complex

Large events and Stadium use must comply with the following. Additional rules for Stadium and Auditoriums may be identified at the time of rental.

- Any activity at PIONEER/PSC Stadiums or any field will comply with Kansas State High School Activities Association sanctioned rules, which include shelter during lightning. If asked by a district official, you will postpone activities for a minimum of 30 minutes or reschedule the game. Renter will not be charged for the delay, and rescheduling will be based on other previously reserved times.

- When more than 300 people are in attendance, written or verbal notification of emergency procedures will be provided to attendees by renter. When more than 1,000 people are in attendance, trained crowd control managers or ushers will be required at the rate of 1 for every 250 occupants. The school or facility manager will supply the announcement.
- Concessions at PIONEER/PSC Stadiums will be operated by appointed Leavenworth School Personnel.

Section 12: School Kitchen Guidelines

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.

Section 13: Elementary Facility Usage By Previously Approved Groups & Employee Sponsors

Indoor facility requests of under 50 participants in common spaces (example: gymnasium, library, cafeteria, hallway) and/or under 25 participants in a classroom can be approved by building administrator without associated fees charged in instances when no custodial or kitchen support is required.

Note: Previously approved terms of agreement with City Parks & Recreation usage remain intact.

[Facility Rules & Use Agreement & Rental Fee Schedule.pdf \(47 KB\)](#)

[Pioneer Stadium & Pioneer Sports Complex Facility Rules and Use Agreement.pdf \(68 KB\)](#)

[Request for Use of Facilities form.pdf \(145 KB\)](#)