

Regulations for Use of School Facilities for USD 434

1. School sponsored activities or events have first priority for facility use.
2. When facilities are not in use for school activities, they are available to organizations, teams, and groups from the Santa Fe Trail School District, subject to the discretion of the district office as delegated by the board for a waived fee if the following guidelines are met:
 - Public organizations whose purpose and activities are specifically for children or is a community group that does not seek to charge money for their activities and whose membership is open to the public without necessarily being organized by the district and the organization does not discriminate on the basis of race, color, national origin, sex, or disability.
 - Teams and organizations must comprise of at least 50% of players, coaches or groups living in the Santa Fe Trail school district and therefore paying taxes to the district, unless following KSHSAA restrictions at which time these groups will be assessed on an individual basis.
3. Permission to use the school facilities may be granted under the following guidelines:
 - A request form should be turned into the district office, must be completed and approved prior to use of the facilities. Request form will also state that you will abide by all Santa Fe Trail District rules and regulations that apply to the facility or facilities to be used.
 - Any expenses incurred by the district, other than utilities, must be reimbursed by the users. This includes any damage to district equipment and/or facilities.
 - The requesting organization agrees to defend, pay in behalf of, and hold harmless the District, its elected and appointed officials, employees and volunteers and others working on behalf of the District; against any and all claims, demands, suits, loss, including all costs connected therewith, for any employees, volunteers, and others working in behalf of the District, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of USD 434 facilities to the fullest extent permitted by law.
 - Weight equipment should never be used without proper supervision and appropriate spotting provisions.
 - FOB rental is \$10 and is refundable when the key is returned to the office. FOBS are assigned to the requesting individuals and should not be transferred or shared

with other individuals without the express consent and knowledge of the District Office or Principal at requested facility.

- Use of facilities at waived fee will be no more than one time per week and no more than 2 hours with the following exception: Youth Wrestling Program
 - i. Exception made for Youth Wrestling Program given large volume of participants as well as minimal competition for wrestling room use.
 - ii. Youth Wrestling shall be allowed to practice twice a week dividing wrestlers into two groups at two different times; novice and open groups done so at current coaches discretion.
- 4. If specifications of regulation #2 are not met other organizations, teams, or individuals may have the option to rent the gym given the remainder of the availability, showing first preference to groups who are meeting the criteria of regulation #2. These groups or teams should have at least 2 students from the district. These groups would also adhere to the regulations stated above in #3. These groups may or may not include those teams comprising of <2 students from the District who do so to meet KSHSAA restrictions, such groups will be assessed on an individual basis by the board. Fees for these groups are as follows:
 - District Office, Grade School, Junior High, or High School Gymnasium: \$125 for 8 week session
 - District Office, Grade School, Junior High, or High School Gymnasium, ½ day use: \$200
 - District Office, Grade School, Junior High, or High School Gymnasium, Full Day: \$400
- 5. Organizations, teams, individuals or groups who are do not meet the above listed criteria may have the option to rent the gym given the remainder of the availability, showing first preference to those listed in regulation #2 and second preference to those listed in regulation #4. These members will also adhere to the regulations set forth in #3. Fees for these groups are as follows:
 - District Office, Grade School, Junior High, or High School Gymnasium: \$25/hour not to exceed 2 hours, not to exceed 1 time per week
 - District Office, Grade School, Junior High, or High School Gymnasium: ½ day use: \$300
 - District Office, Grade School, Junior High, or High School Gymnasium, Full day: \$600

Signature

Date**USD 434 Facility Request Form**

Person making request: _____

Contact person responsible for facility: _____

Organization: _____ Phone (____) _____

Email address: _____

Number in Group: _____ How many participants live in USD 434 District? _____

Please specify which ONE regulation criteria your team or group meets by checking the circle:

- **Regulation #2:** >50% of our team or group are from/live in District 434
 - Facility requested, please circle:
 - Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium
 - Overbrook Grade School Gymnasium
 - Scranton Preschool/District Office Gymnasium
 - Other, Please describe: _____
- **Regulation #4:** 2 or more members of our team or group are from/live in District 434; Fee due at time facility is booked.
 - Fees: District Office, Grade School, Junior High, or High School Gymnasium: \$125 for 8 week session
 - Facility requested, please circle:
 - Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium
 - Overbrook Grade School Gymnasium
 - Scranton Preschool/District Office Gymnasium
 - Other, Please describe: _____
 - District Office, Grade School, Junior High, or High School Gymnasium, ½ day use: \$200
 - Date requested: _____
 - Facility requested, please circle:

- Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium
 - Overbrook Grade School Gymnasium
 - Scranton Preschool/District Office Gymnasium
 - Other, Please describe: _____
- District Office, Grade School, Junior High, or High School Gymnasium, Full Day: \$400
 - Date requested: _____
 - Facility requested, please circle:
 - Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium
 - Overbrook Grade School Gymnasium
 - Scranton Preschool/District Office Gymnasium
 - Other, Please describe: _____
- **Regulation #5:** <2 members or our team or group are from/live in District 434 or individual; Fee due at time facility is booked.
 - District Office, Grade School, Junior High, or High School Gymnasium: \$25/hour not to exceed 2 hours, not to exceed 1 time per week
 - Facility requested, please circle:
 - Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium
 - Overbrook Grade School Gymnasium
 - Scranton Preschool/District Office Gymnasium
 - Other, Please describe: _____
 - District Office, Grade School, Junior High, or High School Gymnasium: ½ day use: \$300
 - Date requested: _____
 - Facility requested, please circle:
 - Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium
 - Overbrook Grade School Gymnasium
 - Scranton Preschool/District Office Gymnasium
 - Other, Please describe: _____
 - District Office, Grade School, Junior High, or High School Gymnasium, Full day: \$600
 - Date requested: _____
 - Facility requested, please circle:
 - Santa Fe Trail High School Gymnasium
 - Carbondale Junior High Gymnasium

- Overbrook Grade School Gymnasium
- Scranton Preschool/District Office Gymnasium
- Other, Please describe: _____

If use of facilities is for other than team or group practice or gather please answer the following:

1. Number of people expected to attend: _____
2. Is this a school-related organization: ___ Yes ___ No
3. Is this a profit-making activity: ___ Yes ___ No
4. Is this a non-profit fund raising activity ___ Yes ___ No

Schedule of Usage:

One Time Only: _____ Weekly: Mon Tues Wed Thurs Fri Sat Sun
Time: _____

Office Use Only

PAID _____ Cash _____ Check # _____

FOB Deposit: _____ FOB will not administered until payment and deposit are received.

FOB # assigned: _____ FOB Deposit refunded: _____

District Office Signoff: _____