



Facility Use Rules

Use of school facilities or school grounds by community groups may be allowed by the board on a temporary basis. The following fees are for use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the rented space or facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent. This includes decorations, supplies, equipment, etc.

The individual or group using the facility agrees to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, unprescribed controlled substances or alcoholic beverages is not allowed in the facility or on the premises, either by the individual, the group or other participants.

Groups using the building must be supervised properly so that orderly use of the facilities is insured. A school approved employee may be required to be on duty. It will be the employee's duty to see that facilities are properly used. A signed contract will be required by the requesting individual or group before use of facility is permitted.

Payment, if required, for the use of a facility is to be made in advance and turned in with a signed contract. If a school employee is required to be present, the requesting individual or group will be responsible for reimbursing the district for the wages of that employee while working at the event. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.

This policy shall be administered by the superintendent, or the superintendent's authorized designee, and the superintendent's decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board.

FEE STRUCTURE

The USD 250 Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district students.

The district's schedule for facility use charges is altered to reflect the amount to be recovered from similar groups for the use of school facilities.

Private Organizations and Businesses - 100% of Fee

These organizations and businesses are identified as follows:

- 1) The primary goal of the business/organization is profit making; or
- 2) Charges are made by the business/organization when a school facility is used and the receipts are placed in the business/organization account for use generally by the business/organization; or
- 3) The business/organization is a nonprofit type of organization with the major financial support derived generally from a specific group of people through donations and/or freewill offerings.

Examples of businesses/organizations in this group are: dance studios and dance groups; radio-television entertainment; automobile displays; churches and other religious organizations; businesses, etc.



Pittsburg Community Schools

Unified School District 250

Civic Organizations - 50% of Fee

These organizations are identified as follows:

- 1) The group generally operates within the community and is adult-oriented;
- 2) The group is easily recognized as a civic organization and functions in many different communities;
- 3) The group operates on a State, Regional and/or National Charter which specifically states service to the community as one of the organization requirements; or
- 4) The group is a local organization that receives its funding from donations and/or receives tax money from some governmental agencies.

Examples of organizations in this group are: Lions Club; Rotary Club; Kiwanis Club; V.F.W.; American Legion; Elks Club; Chamber of Commerce, etc.

USD 250 Supporting Organizations – No Charge

These organizations are identified as follows:

- 1) The group sponsors events directly involving USD 250 students and/or, in a broad sense, former students; is a type which provides future positive assistance to USD 250 student events and is nonschool supervised; or
- 2) The group may derive income from the events, and shall return substantial income to the community through scholarships and other similar projects to USD 250 students; or
- 3) The group has a track record of promoting a positive image of the community, the young people of the area and aid to education in the district.

Examples of these organizations are: Junior Miss Scholarship Program; Miss Kansas Pageant; Shrine Bowl; Alumni Association; Arts Councils; etc.

Community Improvement and Student Assistance Organizations - No Charge

These organizations are identified as follows:

- 1) The groups providing services to the county or city population at little or no cost that are difficult to obtain elsewhere or are military and/or governmental in nature; or
- 2) The group generally operates as a not-for-profit group; or
- 3) The group provides needed assistance to the community in times of disaster and is a nonprofit or governmental type of organization; or
- 4) The group organizes when necessary to supply a service to education in general or specifically to students.

Examples of these organizations are: City/County Recreation; Military Band; Parents of Seniors for School Purposes; Kansas National Guard; Relay for Life; occasional usage by 4-H, Boy Scouts and Girl Scouts; etc.



SCHEDULE OF FEES FOR FACILITY USE

BUILDING AND RATE OF CHARGE

Use of Any Classroom/Kitchen (per room)	Flat Rate
When no admission is charged	\$25.00
When admission is charged	\$35.00
Cafeteria without kitchen equipment	\$25.00
Cafeteria with kitchen equipment*	\$50.00
*When kitchen equipment is used, a school cook must be present.	
Pittsburg High School	Flat Rate
Fieldhouse/Concession when no admission is charged	\$25.00
Fieldhouse/Concession when admission is charged	\$30.00
Gym when no admission is charged	\$50.00
Gym when admission is charged	\$75.00
Auditorium when no admission is charged	\$50.00
Auditorium when admission is charged	\$75.00
Multi-purpose when no admission is charged	\$50.00
Multi-purpose when admission is charged	\$75.00
Pittsburg Community Middle School	Flat Rate
Gym when no admission is charged	\$50.00
Gym when admission is charged	\$75.00
George Nettels/Lakeside/Meadowlark/Westside	Flat Rate
Gym when no admission is charged	\$40.00
Gym when admission is charged	\$50.00
Auditorium when no admission is charged	\$30.00
Auditorium when admission is charged	\$50.00
Multi-purpose when no admission is charged	\$50.00
Multi-purpose when admission is charged	\$75.00
District Reimbursement Requirements	Hourly Rate
When an employee is required to be present	\$25.00/hr.
Use of district busses	\$55.00/hr.