

1 **4330R COMMUNITY RELATIONS**

2 Community Use of School Facilities Regulations

3 General Regulations

- 4 1) Requests to use a school facility must be originated with the Director of Business Operation’s  
5 office at least ten (10) days in advance of the time desired. The request must be submitted on the  
6 RENTAL OF SCHOOL FACILITIES FORM and must be signed by a qualified representative of the  
7 organization desiring the use of the facility. The District may suggest alternate facilities if  
8 necessary.
- 9 2) The program offered in or during the use of any school premises shall at no time contain any  
10 matter which might tend to cause a breach of the peace.
- 11 3) No literature other than programs and materials pertaining to the engagement shall be advertised  
12 or offered for sale on school premises at said event.
- 13 4) All requesting organizations or individuals, must guarantees that the organization or individual  
14 shall indemnify, defend and hold harmless the District and its employees or agents from any  
15 liability, expenses, costs (including attorney’s fees) damages and/or losses arising out of injury or  
16 death to any person or persons or damage to any property of any kind in connection with the  
17 organization or individual’s use of the District facility which is not the result of fraud, willful injury  
18 to a person or property or the willful violation of a law by the District.
- 19 5) All requesting organizations or individuals shall provide the District with a certificate of insurance  
20 prior to the use of the facility. The certificate shall show coverage for comprehensive general  
21 liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or  
22 damage to or loss of property arising out of or in any way resulting from the described use of the  
23 facility. The certificate should also include GFPS and Board of Trustees as additional insured for  
24 this event.
- 25 6) The requesting organization or individual agrees to abide by non-discrimination clauses as  
26 contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.
- 27 7) Fire and safety regulations of the Board of Trustees, the City of Great Falls, Cascade County, and  
28 the State of Montana must be followed at all times.
- 29 8) No functional alteration of the premises or functional changes in the use of such premises shall  
30 be made without specific written consent of the District.
- 31 9) School property must be protected from damage and mistreatment and ordinary precautions for  
32 cleanliness maintained. Groups shall be responsible for the condition in which they leave the  
33 school buildings. In cases where school property has been damaged or abused beyond normal  
34 wear, the same shall be paid for by the organization involved.
- 35 10) The use of school equipment such as computers, TVs, media equipment, sound systems,  
36 scoreboards, auditorium stage props, stage lighting, etc., shall only be permitted if included in the  
37 RENTAL OF SCHOOL FACILITIES FORM and upon evidence by the applicant that such equipment is  
38 operated only by competent and trained personnel or someone hired from the School District.

- 1 11) The District maintains tobacco-free buildings and grounds. Use, distribution, purchase, or selling  
 2 of tobacco products, including but not limited to cigarettes, cigars, snuff, smoking tobacco,  
 3 smokeless tobacco, nicotine, electronic cigarettes and any other tobacco/nicotine innovation, is  
 4 prohibited in or on school property. Violations of this rule by any organization during occupancy  
 5 shall be sufficient cause for denying further use of school premises to the organization.
- 6 12) The District maintains alcohol and drug-free buildings and grounds. The unlawful use, possession,  
 7 distribution, purchase, or selling of narcotics, hallucinogens, drugs, stimulants, or alcohol is  
 8 prohibited in or on school property. Violations of this rule by any organization during occupancy  
 9 shall be sufficient cause for denying further use of school premises to the organization.
- 10 13) Proper supervision of all persons (including children) must be maintained at all times. This  
 11 includes not allowing adults or children into other areas of the building.
- 12 14) As per Board Policy 2520, animals/pets will not be allowed unless there is a specified and  
 13 appropriate educational purpose for the duration of the facility use. The District will permit the  
 14 use of service requested animals in accordance with federal regulations and Board Policy 8425.
- 15 15) Unauthorized use of motorized vehicles is prohibited on school property.
- 16 16) Illegal games of chance or lotteries will not be permitted.
- 17 17) *Functions with an anticipated group size of 250 or more people participating and/or attending*  
 18 *are responsible for taking extra security measures and they will be held accountable for any*  
 19 *problems which may be due to the size of the group.*

#### 20 Utilization of Great Falls School District Facilities

- 21 1) Requests for short term use of school facilities by outside organizations or groups must be made  
 22 at least ten (10) days prior to the date of proposed use. The official RENTAL OF SCHOOL FACILITIES  
 23 REQUEST FORM, may be obtained from and submitted to the Director of Business Operations,  
 24 Great Falls Public Schools, 1100 Fourth Street South.
- 25 2) Requests for long-term or ongoing uses (as determined by the District) by outside organizations  
 26 or groups require at least annual permission from the District. This process will include the  
 27 development of a Memorandum of Understanding (MOU) to outline the long-term or ongoing  
 28 use conditions. MOUs will be kept on file in the office of the Director of Business Operations.
- 29 3) The District recognizes that certain non-profit and mutually beneficial educational organizations  
 30 may not be assessed a fee except when the usage will require additional overtime wages for an  
 31 engineer and/or technical personnel (kitchen facilities, security, or auditorium light crew). The  
 32 Superintendent or designee will determine if fees are appropriate to be waived and appeals of  
 33 such decisions will be made to the Board of Trustees. A list of those non-profit and mutually  
 34 beneficial educational organizations receiving fee waivers will be kept on file in the office of the  
 35 Director of Business Operations.
- 36 4) Reciprocal agreements with Government Agencies may also be evaluated by the Superintendent  
 37 or designee.
- 38 5) The principal/director is in charge of coordination of building utilization and user assignments.  
 39 The needs of the District's educational program will have first priority in scheduling of school  
 40 property usage.

- 1           6) Each user will be required to sign a contract and provide the District with a certificate of insurance  
2           before such building utilization can take place as approved whether or not a fee is assessed.

3   Assessment of User Fees

4   The Director of Business Operations will periodically bring to the Board the pricing for the use of facilities  
5   based on the School District's costs and other pertinent factors.

6   Specific Use Information

7   Auditoriums

- 8           1) All general regulations of facility use shall apply.  
9           2) No food or drink are allowed in the auditoriums.  
10          3) Groups & events that wish to use an auditorium will require the completion of a physical walk  
11          through and completion of a Technical Sheet for the event. Lighting, sound, media, dressing  
12          rooms and stage equipment needs will be addressed at this time.  
13          4) When use of the Auditorium is allowed to any non-school group, the applicant agrees to  
14          reimburse the District for the repair of any unreasonable damage done to the auditorium or  
15          seating area sustained by reason of such use. The representative of the District shall be the sole  
16          judge of any damages sustained.

17   Kitchen Facilities

18   If food will be served, the group must contact and get approval from the City County Health Department,  
19   115 4th St South, 761-9884. (\*\*Provide a copy of the Temporary Food License approval or CCHD  
20   Registration to the district prior to the function.)

- 21          1) When any organization secures the use of kitchen facilities and equipment, a Servsafe certified  
22          School Food Services employee will be assigned to serve in a supervisory capacity.  
23                a. The School Food Services employee will only assist with duties such as preparing, serving, or  
24                cleaning up after meals or refreshments.  
25                b. The organization using the facilities and equipment must supply the necessary labor for these  
26                functions.  
27                c. School Food Services employees and custodians are employees of the School District and not  
28                of the organization using the facilities.  
29                d. Such Employees shall not receive pay or gratuities from the organization using the kitchen  
30                facilities.  
31          2) No person is to be in the kitchen except as specifically authorized by the organization using the  
32          facilities and the assigned School Food Services employee. No unauthorized or unsupervised  
33          children shall be allowed in the kitchen.  
34          3) Good personal hygiene practices must be followed by all. This includes proper handwashing, hand  
35          care, glove use, bare hand food contact, personal cleanliness, clothing, and hair restraints. People  
36          with an illness shall not be allowed in the kitchen. No jewelry shall be worn other than a plain,  
37          uncut, no stone wedding band. (Ref. FDA Food Code 2013.2.2) The School Food Services

1 employee has the right to exclude any person from the kitchen who is considered unsanitary  
2 and/or injurious to the health of all persons or the safety standards of the kitchen equipment.

3 4) In no case shall cafeteria supplies (i.e. food, paper, gloves or other disposables) be used in the  
4 preparation of meals or refreshments for the organization using the facilities--Unless otherwise  
5 ordered in which the organization will be billed accordingly. If equipment or supplies are lost or  
6 damaged, the group using the facility will be held accountable and billed. The representative of  
7 the District shall be the sole judge of any damages or loss sustained.

8 5) All areas must be washed, rinsed and sanitized before leaving the facility. This includes tables,  
9 countertops and sinks. Whenever the kitchen facilities and equipment are not properly cleaned  
10 after use, the District will clean the facilities and bill the organization for the costs associated with  
11 providing this service. The representative of the District shall be the sole judge of any improper  
12 cleaning.

13 6) When use of the kitchen is allowed to any non-school group, the applicant agrees to reimburse  
14 the District for repair of any unreasonable damage done to kitchen equipment or products  
15 sustained by reason of such use. The representative of the District shall be the sole judge of any  
16 damages sustained.

17 Gymnasium Facilities

18 1) All general regulations of facility use shall apply.

19 2) Non-school groups shall furnish their own equipment.

20 3) When use of the gymnasium is allowed to any non-school group, the applicant agrees to  
21 reimburse the District for refinishing and/or repairing any unreasonable damage done to floors,  
22 walls, fixtures, etc., sustained by reason of such use. The representative of the District shall be the  
23 sole judge of any damages sustained.

24 4) All decorations on gym walls, floor or ceiling must be approved in advance by the building principal  
25 or a person designated by the principal and taken down upon completion of event.

26 Memorial Stadium

27 1) All general regulations of facility use shall apply.

28 2) When use of the Stadium is allowed to any non-school group, the applicant agrees to reimburse  
29 the District for the repair of any unreasonable damage done to the turf or track, or other Stadium  
30 areas sustained by reason of such use. The representative of the District shall be the sole judge  
31 of any damages sustained.

32 3) There shall be no climbing on or jumping from the retaining walls or fences.

33 Swimming Pool

34 1) Requests for the use of the pool at Great Falls High School are to be submitted to the Aquatics  
35 Planner at the pool. Please call 406-268-6821 for more information.

36 2) All general regulations of facility use shall apply.

37 3) When use of the Pool is allowed to any non-school group, the applicant agrees to reimburse the  
38 District for the repair of any unreasonable damage done to the pool or pool areas sustained by

1           reason of such use. The representative of the District shall be the sole judge of any damages  
2           sustained.

3   Policy History

4   Adopted on: July 1, 2000

5   Revised on: September 23, 2002

6   Revised on: June 11, 2012

7   Revised on: February 13, 2017