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3 **COMMUNITY RELATIONS**

6 **Community Use of School Facilities**

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8 It is the policy of the Board of Trustees to cooperate with community organizations in
9 providing school building space for use as long as it does not interfere with the school
10 program or school-sponsored activities. School facilities are available to the community for
11 education, civic, cultural, and other non-commercial uses consistent with the public interest.
12 Use of school facilities for school purposes has precedence over all other uses. Persons on
13 school premises must abide by the District's conduct rules at all times. The Board of
14 Trustees reserves the right to refuse to rent facilities/equipment to any group.

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16 School facilities are available for community use year-round, however, during the summer
17 months availability will be limited to accommodate the district's summer maintenance and
18 custodial needs. Requests for long-term gymnasium use during the school year will be
19 limited to three months at a time to help maintain access to the gyms for the community.
20 The following protocol will apply to community use of district property:

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- 22 • The use does in no way hinder normal school or activity operations.
 - 23 • The borrowing party(s) agree they will assume all responsibility for clean-up,
24 damages occurring during their possession, loss or theft and other incidents that
25 would affect normal operations for school and activities. Proof of insurance may be
26 required.
 - 27 • The school district requires the outside party to have a general liability policy in place
28 for \$1,000,000 and that the party's insurance name or add Manhattan School District
29 as an additional insured on their coverage prior to the facility use being approved.
 - 30 • The borrowing party(s) will be asked to complete form 4330 F "Manhattan Public
31 Schools, Application for use of School Facility/Equipment."
 - 32 • It is the policy of the Manhattan Public Schools not to discriminate in any way in
33 allowing use of the buildings and facilities. Nor will the school allow any
34 discrimination by the borrowing party.
 - 35 • No commercial products will be advertised in the building, unless school related or
36 administratively approved.
 - 37 • If required by the district's insurance carrier or the district, a district employee must
38 be present during the activity at no extra cost to the district. If a custodian or
39 necessary staff is not regularly scheduled during the rental time, then the rental party
40 will be responsible for paying the necessary staff hourly rate.
 - 41 • All fees for individual(s) or group(s) that serve Manhattan students directly and/or has a
42 direct affiliation with Manhattan Public Schools will be waived. The only exception is if
43 the event hosted by individuals or groups will generate a profit to the entity. In this case,
44 fees may be required.
 - 45 • Only approved volunteers who request a key fob for entrance will be issued one. The
46 fob will cost \$20 and refundable if they bring it back.

- Rental fees for non-profit organizations will be minimal to cover heat, lights, and janitorial services. Rental to commercial or professional organizations will be slightly higher. Minimum rates are listed below. The rent may be higher depending on the activity.

Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities. Students may not be in the building unsupervised during your time of use. Failure to supervise may result in a termination of agreement.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

FEE SCHEDULE FOR FACILITIES/EQUIPMENT AT MANHATTAN PUBLIC SCHOOLS

- All estimated facility rental fees must be prepaid. No refunds will be given for cancellations by user, however fees paid for activities may be applied to reschedule.
- District Officials reserve the right to waive any fees.

MANHATTAN HIGH SCHOOL AND MIDDLE SCHOOL

1. STAGE - First hour \$25, each additional hour \$10
2. **The following additional expenses are for the use of the auditorium that requires the use of our sound and light system:
3. Sound person-\$/hr. Will be the employee hourly wage
4. Light person-\$15/hr
5. GYMNASIUM - Half day-\$50 or Full day-\$100
Long Term use determined according to use/week and longevity of activity (weeks)
6. WEIGHT ROOM - Any non-district individual using the Weight Room for profit will be charged a fee depending on length of use. Individuals who have unsupervised access to children are subject to the District's policy mandating background checks before they are allowed to use the facility. Personal Trainers who have Manhattan students as clients are welcome to come and assist their student clients at no charge. To avoid any Title IX issues trainers must be certified and offer their service or

1 instruction to any Manhattan student or groups of students who may be in the weight
2 room and need assistance or inquire about training advice.

3 4330P

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6 (NO SINGLE INDIVIDUALS ALLOWED, MUST HAVE A WORKOUT PARTNER
7 FOR SAFETY REASONS)

- 8
9 7. WALKING/RUNNING TRACK - Free to district residents who sign up and fill out a use
10 application form. Open to adults 18 years and older from 6:00a.m.-7:45a.m. and
11 6:00p.m.-8:00p.m. An online calendar schedule will be posted so walkers know if the
12 walking track is unavailable. Participants will be asked to sign in each time they enter the
13 building to use the track. Please enter through the designated areas as posted on the
14 calendar on the website.
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16 8. COMMONS AREA WARMING KITCHEN, ACTIVITIES ROOM, and
17 CONCESSIONS - \$30/hour up to six hours and after that \$200.
18 Rental use of district Warming Kitchen and equipment can only take place providing that
19 the borrowing party comes in for training by a district official prior to use.
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21 9. ALL OTHER CLASSROOMS - \$15/hour or \$40/day

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23 **MANHATTAN ELEMENTARY SCHOOL**

- 24 1. GYMNASIUM OR MULTI-PURPOSE ROOM - Half day \$50 or Full day \$100
25 *Long Term use determined according to use/week and longevity of activity
26 (weeks)
- 27 2. ALL OTHER CLASSROOMS - \$ 10/hr or \$30/day
28 *Long Term use determined according to use/week and longevity of activity
29 (weeks)
- 30 3. KITCHEN (Elementary) - \$30/hr
31 Rental use of district kitchen and equipment can only take place providing that a
32 member of the kitchen staff or district official is available to supervise. If
33 necessary staff is not regularly scheduled during the rental time. then the rental party
34 will be responsible for paying the necessary staff hourly rate.

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36 **EQUIPMENT**

37 = **Additional forms may be required.

- 38 1. TABLES - No on-site rental fee, only replacement at current value upon damage.
39 Off-site rental to be determined upon request, fees start at \$25 (Must be returned within 24hrs
40 or next business day).
- 41 2. CHAIRS - No on-site rental fee, only replacement at current value upon damage.
42 Off-site rental to be determined upon request, fees start at \$25 (Must be returned within 24hrs
43 or next business day)

44 *No off-site rental requests for additional equipment will be granted.*

- 45 • *Microphone*
46 • *Speakers*
47 • *Projector*

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- *Projector screen*

Legal Reference: § 20-7-805. MCA Recreational use of school facilities
secondary

Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History

Adopted on: 12/2002
Reviewed on:
Revised on: 02/2015, 2/14/2018, 08/13/19, 10/12/21, 8/16/22