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Statement of.....

Policy and Responsibility

SUBJECT: REGULATION AND RENTAL OF BUILDINGS & GROUNDS

I. General Rules & Regulations

- A. The school building and grounds are primarily for the use of the school program and related activities.
- B. The building and grounds are under the direction of the school's principal.
- C. School buildings cannot be used unless a District representative is in attendance. Such a representative has authority to protect the building and equipment from improper use.
- D. School buildings shall not be used for purposes considered competitive with private industry or commercial purposes, except when used by non-profit organizations for community projects.
- E. School buildings shall not be used for purposes that interfere with school activities.
- F. The use of intoxicants or illegal drugs is prohibited at any time on school property.
- G. The use of tobacco on school property is prohibited at any time.
- H. The grounds should not be used immediately after heavy rains or other times when the activity could damage the grounds. The school district supervisor of building and grounds will determine when damage could be sustained.
- I. There is no driving of any non-maintenance vehicle on any grassy fields or baseball diamonds.
- J. Any employee wishing to remain in the building after the custodian's regular hours must receive permission from the principal and be responsible for locking the building. In no case can this responsibility be delegated to a student.
- K. Students shall not be permitted access to the building before faculty members are present except on cold and wet days as provided under Policy PS 419 (Early Arrival of Students).
- L. All visitors to the school shall report to the office for permission to visit the school. Sales personnel or representatives shall receive prior permission from the superintendent or his designee to visit any schools (see Policy PS 415 – Advertising and Announcements).
- M. No alteration, addition, or major repair shall be made to the building or equipment unless the superintendent has approved a requisition covering the same.
- N. In as much as the custodian is responsible for the opening and locking of the buildings it is not necessary for each faculty member to have a key. The principal will issue keys to faculty members only with permission of the superintendent. In no case will students have access to equipment or building keys.
- O. In case of emergencies, the Red Cross or other welfare agencies may use the building with permission of the superintendent.
- P. Trucks, buses, or tractors cannot be used for non-school activities. The school bus, truck or tractor can be used for school purposes with permission of the superintendent or

designee. At no time are students permitted to drive the school bus, tractor, or truck unless they are employed by the district for this purpose and have proper work permits and licenses.

- Q. School telephones are for official school business. Students, teachers, and other employees should not be called to the phone during school hours except for school business and emergencies.
- R. Accidents are undesirable, unplanned occurrences which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, and even death. Thus, it is the policy of the Murray City School District to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with this school district. The Board of Education believes that safety is important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.
- S. The Board of Education expresses great concern with the ice on walks and major play areas on the school grounds. Slippery conditions can and have caused serious injury to students. Consequently, the board requests all principals to regularly inspect walks and major play areas and take precautions to eliminate and/or reduce hazardous conditions on the grounds. Also, the proper supervision of students should be provided during the school day.

II. RENTAL OF BUILDINGS AND GROUNDS

All after-hour use of any district building must be scheduled through the District Facilities Scheduler using the District approved software. Schools are given first priority when a schedule is submitted to the Facilities Scheduler by June 30 of each year. [Murray City is given second priority when requests are submitted to the Facility Scheduler between July 1-15. Groups that provide programs/activities to Murray residents are given next priority when requests are submitted to the Facility Scheduler between July 16 -22.] Rental requests made after July 1 will be scheduled on a time and space available basis.

Utah Code

53G-7-209: Use of public school buildings and grounds as civic centers.

- 1. As used in this section, "civic center" means a public school building or ground that is established and maintained as a limited public forum to district residents for supervised recreational activities and meetings.
- 2. Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.
- 3. Use of school property for civic center purposes may not interfere with a school function or purpose.

53G-7-210: Local school boards' responsibility for school buildings and grounds when used as civic centers.

- 1. As used in this section, "civic center" has the same meaning as provided in Section 53G-7-209.
- 2. A local school board:
 - a. shall manage, direct, and control civic centers under this chapter;
 - b. shall adopt policies for the use of civic centers;
 - c. may charge a reasonable fee for the use of school facilities as a civic center so that the district incurs no expense for that use;

- d. may appoint a special functions officer under Section 53G-7-209 to have charge of the grounds and protect school property when used for civic center purposes;
 - e. shall allow the use of a civic center, for other than school purposes, unless it determines that the use interferes with a school function or purpose; and
 - f. shall ensure that school administrators are trained about and properly implement the provisions of this section and Section 53G-7-209.
 - g. Approval under this policy is a permit under the Civic Center statutes and grants the District full legal immunity under the Governmental Immunity Act of Utah pursuant to § 63G-7-301.
3. Prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

Boy Scouts of America Equal Access Act (part of No Child Left Behind Act of 2001)

This law states that no public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school.

A. CATEGORY 1: SCHOOL OR DISTRICT EDUCATIONAL USE

School and school related organizations such as PTA, school clubs, athletic teams, and adult/community education classes and programs etc., shall not be charged rental fees for district sponsored activities.

B. CATEGORY 2: MUNICIPALITIES OR OTHER TAX-SUPPORTED AGENCIES

Facilities may be rented for meetings, public open houses, meet the candidate nights, productions, etc. This includes registered political parties and officials.

C. CATEGORY 3: CHARITABLE OR NON-PROFIT/COMMERCIAL ORGANIZATIONS

This refers to any organization whose purpose is not to profit an individual or an organization. Those wishing to rent the facilities under this category must provide evidence of their non-profit status.

D. CATEGORY 4: COMMERCIAL ORGANIZATIONS, FOR PROFIT EVENTS

This refers to any individual, business or organization whose purpose is to profit from its activities.

E. As a guide to scheduling - priorities are as follows:

- 1. Category 1
- 2. Category 2
- 3. Category 3
- 4. Category 4

III. PROCEDURES AND GENERAL INFORMATION

A. PRINCIPAL'S RESPONSIBILITIES

1. The principal is responsible for the facilities assigned to him or her.
2. The principal has the right and obligation to deny requests which would disrupt regular school programs or threaten to damage the building or grounds.
3. The principal must give prior approval for all rentals of his or her building.
4. Principals should regularly inspect the building and grounds in order to eliminate unsafe and hazardous conditions throughout the year.

B. SUPERVISION

1. There must be an employee of the school/district present during any building rental by an outside group. If the activity occurs during the custodian's regular time, additional personnel must be hired to supervise the activity. The supervisor must be accessible to the group using the facility.
2. Students should not be left unsupervised at any time.
3. The District Facilities Scheduler will use discretion in requiring adequate additional supervision by law enforcement and school personnel for the type of activity and the number of people involved.
4. District personnel who provide services or supervision during a rental must use the time clock system to clock in and out and be paid through the Murray District payroll department.
5. Outside use of the building grounds may not require the use of a supervisor or custodian.

C. ADDITIONAL PERSONNEL AND EQUIPMENT

1. When additional personnel such as custodians, supervisors, technicians, security officers etc., are deemed necessary, the lessee will pay an additional fee for such services.
2. Compensation for additional personnel will be determined according to the School District rental fee schedule (see chart below).
3. When equipment is requested, a rental fee shall be charged (i.e. piano, laptop projector, sound, and lighting).
4. Equipment rental fees are listed on the Murray School District Rental Fee Schedule. Higher rates may be charged depending upon the duration of requested use.
5. The district reserves the right to deny any equipment requests which are deemed inadvisable.

D. RENTAL PROCEDURES

1. Requests for use of building or grounds must be made in advance through the Facility Scheduler.
2. Principals, athletic directors, and coaches are not authorized to approve grounds use for any group other than school programs. They must schedule the group within the district approved scheduling software program.
3. All fees associated with the rental shall be paid in advance to Murray City School District. Each lessee must provide proof of \$2,000,000 liability insurance at least five business days before the activity/event or the activity/event will be canceled.
4. The Facility Scheduler is responsible for the collection of rent according to the Murray School District Rental Schedule and the depositing of all such fees in an existing "rental fee" account.

5. The rental time shall be computed from the time the lessee requested the opening of the doors until the doors are locked at the close of the activity.
6. Any time over the estimated closing time shall be charged on a half-hour basis. No refunds will be given.
7. There is not a rate differentiation between practice, rehearsals and performances in the rental of facilities.
8. A responsible officer from the renting organization shall sign for the use of the building and grounds. Said signatory thereby accepts full responsibility and liability for and in behalf of the renting organization, its officers and members for all accidents, damage, injuries, etc., to persons, building, grounds and equipment associated or connected with the activity, event or function of the renting organization.
9. The superintendent/assistant superintendent may adjust rental fees for individual activities in situations where special circumstances exist.
10. No outside use of grounds will be allowed during school hours.

E. STANDARDS OF CONDUCT

1. Grounds must be left in clean and good condition after use. Vandalism and/or the abuse of school property are prohibited. The lessee and/or renting organization or party will be held responsible for the cost of damage incurred.
2. The use of areas not covered by the rental agreement is also prohibited. The lessee and/or renting organization or party will be held responsible for cost of damages incurred in these areas. In addition, the lessee will be charged the rental fee for areas that were used, but not listed in the contract.
3. When buildings are occupied all fire and safety ordinances must be observed.
4. All trash must be picked up at the conclusion of use. This includes trash on outside grassy areas and ball fields.
5. No person shall be permitted in the building after the supervisor or technician leaves at the conclusion of the activity. In no case can the locking of the building be delegated to non-school personnel.
6. The applicant agrees to provide traffic control, protection against pilfering, etc. as needed. The Board shall not be responsible for policing the grounds or regulating traffic.
7. No outside properties or equipment shall be brought into the building without prior approval of the principal or supervisor. When permission is granted, such property or equipment shall be removed immediately following its use and the Board, or its agents, shall not be responsible for damage or loss incurred to such property or equipment.
8. The use of a district owned school bus or truck can be used for city sponsored programs or other public education program upon permission of the superintendent or designee. At no time are students permitted to drive a district school bus or truck unless they are employed by the district for this purpose and have proper work permits and licenses. These vehicles shall not be used for non-school activities except as noted in this section.
9. No signs, posters, properties, etc., can be attached to the building by any materials, such as pins, tacks, tape, etc., except upon approval in advance by the principal or supervisor. Independent supports must be provided.
10. Activities for minors shall be concluded by 10:00 p.m. on weekdays and 11:00 p.m. on weekends except when a later hour is approved by the Board. The conduct of those attending such activities shall be of such standard as benefits a proper use of an educational unit. Foul language, rowdiness, etc., shall not be permitted.
11. Buildings are not to be used for any purpose on Sunday except by the express permission of the Board.

12. The use of the marquee at any school for a third party sponsored event is not allowed.

IV. MURRAY NATURE CENTER

A. RESTRICTIONS ON THE USE OF THE MURRAY NATURE CENTER

1. The Murray Nature Center may not be rented or used for private functions such as weddings, parties, etc.
2. All other provisions of this policy apply to the Murray Nature Center.

V. HIGH SCHOOL FOOTBALL FIELD AND TRACK

A. Public Use - Walkers and Joggers

1. Monday - Friday: 6:00 AM - 8:00 AM, 6:00 PM - Dark
2. Saturday: 6:00 AM - Dark
3. Sunday: Closed

B. The track is not available for rental.

BUILDING RENTAL RATES

Category 1 Category 2 Category 3 Category 4

Auditorium

Riverview Jr. High	No Charge	No Charge	\$75/hour	\$150/hour
Hillcrest Jr. High	No Charge	No Charge	\$125/hour	\$300/hour
High School	No Charge	No Charge	\$175/hour	\$350/hour

Band Room/ Choral Room

Jr. High	No Charge	No Charge	\$25/hour	\$50/hour
High School	No Charge	No Charge	\$25/hour	\$50/hour

Cafeteria/Commons

Elementary	No Charge	No Charge	\$40/hour	\$75/hour
Jr. High	No Charge	No Charge	\$40/hour	\$75/hour
High School	No Charge	No Charge	\$40/hour	\$75/hour

Classroom or Library

Elementary	No Charge	No Charge	\$25/hour	\$50/hour
Jr. High	No Charge	No Charge	\$25/hour	\$50/hour
High School (no Library rental)	No Charge	No Charge	\$25/hour	\$50/hour

Main Gym

Elementary (Multi-Purpose)	No Charge	No Charge	\$50/hour	\$100/hour
Jr. High	No Charge	No Charge	\$100/hour	\$200/hour
High School	No Charge	No Charge	\$150/hour	\$300/hour
Auxiliary Gym High School	No Charge	No Charge	\$100/hour	\$200/hour
Auxiliary Gym Jr. High	No Charge	No Charge	\$40/hour	\$75/hour

Other Rooms

Auditorium Dressing Room (MHS)	No Charge	No Charge	\$20/hour	\$40/hour
Board Room (D.O.)	No Charge	No Charge	\$25/hour	\$50/hour
Dance Studio (MHS)	No Charge	No Charge	\$25/hour	\$50/hour
Large Conference Room (D.O.)	No Charge	No Charge	\$15/hour	\$30/hour
Little Theatre (MHS)	No Charge	No Charge	\$40/hour	\$75/hour
Main Gym Foyer (MHS)	No Charge	No Charge	\$25/hour	\$50/hour
MCE Dance Studio	No Charge	No Charge	\$20/hour	\$40/hour
Piano Practice Rooms (MHS)	No Charge	No Charge	\$25/hour	\$50/hour
Rebel Room (RJH)	No Charge	No Charge	\$35/hour	\$65/hour
Small Conference Room (D.O.)	No Charge	No Charge	\$20/hour	\$35/hour
Spartan Cove (MHS)	No Charge	No Charge	\$35/hour	\$65/hour

Computer labs, tech labs, shops, etc. are not to be rented

Each Custodian	No Charge	\$35/hour	\$35/hour	\$35/hour
Each Supervisor	No Charge	\$25/hour	\$25/hour	\$25/hour
Each Technician (High School)	No Charge	\$30/hour	\$35/hour	\$35/hour
Each Technician (Riverview Jr.)	No Charge	\$18/hour	\$25/hour	\$25/hour
Each Technician (Hillcrest Jr.)	No Charge	\$35/hour	\$35/hour	\$35/hour
Each Lunch Manager	No Charge	\$30/hour	\$30/hour	\$30/hour

OUTSIDE FACILITIES AND FIELDS

	Category 1	Category 2	Category 3	Category 4
Athletic Field (1-2 time usage)				
Elementary	No Charge	No Charge	\$15/ hour	\$30/hour
Jr. High	No Charge	No Charge	\$15/hour	\$30/hour
High School	No Charge	No Charge	\$15/hour	\$30/hour

Athletic Field (Seasonal Use – 1-3 months, 1-3 Days per week, 1-3 Hours per day)				
Elementary (per participant)	No Charge	No Charge	\$5.00/season	\$8.00/season
Jr. High (per participant)	No Charge	No Charge	\$5.00/season	\$8.00/season
High School (per participant)	No Charge	No Charge	\$5.00/season	\$8.00/season

Athletic Field (Extended Season – 4-6 months, 4-6 Days per week, up to 6 hours/day)				
Elementary (per participant)	No Charge	No Charge	\$10.00/season	\$13.00/season
Jr. High (per participant)	No Charge	No Charge	\$10.00/season	\$13.00/season
High School (per participant)	No Charge	No Charge	\$10.00/season	\$13.00/season

Baseball Diamond				
Elementary	No Charge	No Charge	\$15/hour	\$30/hour
Jr. High	No Charge	No Charge	\$15/hour	\$30/hour

Other Unique Areas				
Driving Range	No Charge	No Charge	\$15/hour	\$30/hour
Football Field	No Charge	Upon Agreement*	Upon Agreement*	Upon Agreement*
North Parking Lot	No Charge	No Charge	\$15/hour	\$30/hour
South Parking Lot	No Charge	No Charge	\$30/hour	\$60/hour
Plaza Outside	No Charge	No Charge	\$20/hour	\$60/hour
Tennis Courts (per court)	No Charge	No Charge	\$10/hour	\$20/hour

Personnel (May be required)				
Each Custodian	No Charge	\$35/hour	\$35/hour	\$35/hour
Each Supervisor	No Charge	\$35/hour	\$25/hour	\$25/hour
Each Lunch Manager	No Charge	\$30/hour	\$30/hour	\$30/hour

Incidentals	Category 1	Category 2	Category 3	Category 4
Microphones	No Charge	No Charge	\$10 each	\$10 each
Screen	No Charge	No Charge	\$10 each	\$10 each
Laptop	No Charge	No Charge	\$10 each	\$10 each
Choir Risers	No Charge	No Charge	\$20 flat	\$35 flat
Sound Shell	No Charge	No Charge	\$20 flat	\$35 flat
Grand Piano**	No Charge	\$200 flat	\$200 flat	\$200 flat

*Upon Agreement. Special Events: Championship games for Murray Max Soccer and Murray Ute Little League Football are allowed at the cost of custodial and supervision fees. The organizations would be responsible for providing liability insurance.

**The Grand Piano may be tuned upon request of the renter, however, the cost will be the responsibility of the renter.