

**NORTH KINGSTOWN SCHOOL COMMITTEE  
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS**

**PURPOSE:**

This policy sets forth School Committee expectations regarding the use of School Department facilities and provides direction and stipulations pertaining to the use of school facilities and grounds by the community.

**PHILOSOPHY:**

The School Committee believes that North Kingstown Schools are community schools, and supports making schools available for use outside of normal educational programs whenever possible. Nominal fees are required to allow for the upkeep of the facilities, grounds, and stadium and to provide a portion of the funding for replacement and repair of turf, track, flooring, and equipment used by the community.

While school facilities are publicly owned buildings, paid for by taxpayer funds, the general public does not have an obligation to fund extra costs for private group use of said facilities. Further, North Kingstown taxpayer contributions provide funding for the educational programs of the District. Additional use of facilities and grounds outside of educational programming necessitates cost sharing by individuals and groups requesting such access.

**INTRODUCTION:**

The North Kingstown School Committee encourages the use of school facilities and grounds by responsible organizations, associations and individuals in the community for appropriate civic, cultural, welfare or recreational activities when not in use for the North Kingstown Schools' educational and extracurricular program(s). Access and associated charges for community use will maintain a balance between the mission of the North Kingstown School Department to provide a sound educational and extracurricular program(s) for students and providing availability to other community users. Hence, the North Kingstown School Committee will impose reasonable costs and access guidelines to ensure that this philosophy is maintained. The Committee expects groups using school facilities and grounds to return the area in the same condition in which it was received and to treat facilities and grounds with care and respect.

The following rules and regulations shall govern community use of school facilities/grounds. Individuals and groups permitted to rent facilities will abide by these rules to preserve these spaces for their intended use for educational and extracurricular programs for the students of the North Kingstown School Department.

**REGULATION STIPULATIONS:**

**A. REQUEST FOR USE OF FACILITIES/GROUNDS:**

1. Middle and High School athletic grounds and facilities. The Athletic Director shall act as agent of the Superintendent in receiving applications and scheduling use of athletic facilities by eligible community organizations once there is approval from the Principal of the facility/grounds.

2. For all other buildings and grounds use, the Supervisor of Plant & Grounds shall act as agent of the Superintendent in receiving applications and scheduling the use of school facilities by eligible community organizations once there is approval from the Principal of the facility/grounds.
3. Both the Athletic Director (for athletic facility use) and the Supervisor of Plant & Grounds (for all other building use) will be responsible to review all applications, estimate costs for rental, manpower, technicians, secure insurance certificates, and any other expenses and approve or disapprove the application. The Supervisor of Plants & Grounds will ensure proper billing for all facility use.

## **B. General Rules**

1. The Town of North Kingstown Recreation Department and other Town Governmental agencies shall receive priority consideration for the use of school properties for **after school sponsored activities.**

Priority for events will be in the following order:

- North Kingstown School Department activities
  - For athletics - High School events first and then Middle Schools events
- NK Recreation Department and other Town Governmental Agencies
  - Non-profit agencies whose sole purpose is to benefit the North Kingstown School Department (e.g. PTOs/Booster Clubs)
- Non-profit agencies/leagues whose principal address as noted on their state registration is located in North Kingstown, Saunderstown, or Jamestown (high school facilities only)
- For-profit town agencies/leagues
- Outside non-profit organizations
- Outside for-profit organizations

For purposes of this policy, the Rhode Island Interscholastic League, the Rhode Island Principals' Committee on Athletics, their successor or related organizations that govern public school athletics shall be considered as having the same priority as town non-profit organizations.

Any group may be displaced when necessary for rescheduling of a North Kingstown School Department event.

2. Mini-bikes, motorcycles, snowmobiles, and all other motor-driven vehicles, except authorized staff, student, and municipal vehicles and persons on official business, are prohibited from school grounds at all times.
3. The riding of horses and/or ponies or other domesticated animals on school property is prohibited unless authorized in relation to special approved functions.

4. All persons found in violation of posting and loitering shall be prosecuted to the full extent of the law.
5. None of the above exclusions are intended to curb the legitimate use of school grounds and facilities presently practiced nor is special permission needed for such use. Legitimate use does not include the use of school grounds or facilities by and individual or organization for profit without authorization through the North Kingstown School Committee Building Use process. Examples would be public use of tennis courts during non-school hours, parents driving on school grounds to pick up their children and other normal and reasonable use of school grounds by individuals, families and small groups. However, some use may be restricted or limited during periods where the grounds or facilities are reserved for a community user.
6. Any use of school buildings or grounds may be limited or prohibited by the school administration when such use would not be in the best interests of the property and the taxpayers. Any disagreement on such matters shall be appealed to the Superintendent of Schools.
7. No activity shall take place at any time, which conflicts with, interrupts or disturbs the regular school day or any scheduled activities of the school. All preparations for the activities shall take place outside of regular school time unless approved as part of the rental agreement by the building administrator. In no case will preparations interfere with any school activities.
8. No part of the school shall be rented unless a responsible adult person(s), is to be present on each occasion to assume responsibility for the activity and conditions of building use put forth by the North Kingstown School Committee. See North Kingstown School Department Rules of Operation for building use.
9. Indoor sports activities shall be restricted to the use of approved indoor equipment.
10. Custodians shall be required for the use of gymnasium and shower facilities, auditoriums, or events for which admission is charged to the general public. The Supervisor of Plant & Grounds shall determine any other personnel requirements.
11. When any part of a school building is to be used, or a part of the grounds, all activities must be confined to the respective portion of the building or grounds specified in the application.
12. No use of any part of the building, or grounds, will be allowed unless a responsible person is in attendance. When any admission fee is charged to the public, appropriate persons shall be employed to protect the school property. See North Kingstown School Department Rules of Operation for building use.
13. All moving of furniture and all changing of existing school facilities shall be done only under the direct supervision of an authorized school employee. Items such as this should be clearly identified under "Set Up Required" on the Building Request For Use Application. Materials shall not be moved into the building or out of the building without the authorization of the Supervisor of Plant & Grounds or his/her designee.

14. Tobacco, nicotine, vaping products or behavior modifying substances and alcoholic beverages are strictly prohibited.
15. The applicant is held responsible for the preservation of order. The applicant is required to arrange for and pay for Police and Fire Department personnel when required as a condition of the facility use agreement. Payment is to be made directly to the North Kingstown Police and Fire Department. See North Kingstown School Department Rules of Operation for building use.
16. No person or persons will be allowed to enter the building until the person or persons in charge have entered the building, and the last person or persons in charge shall not leave the building until the last person is gone.
17. No organization will be permitted to the use of the kitchen facilities unless one of the regularly employed school cafeteria employees is present. The organization will be charged for the cost of the school cafeteria employee salary and benefits applicable to this use.
18. The applicant agrees to pay all costs as billed or for any repair or replacement costs resulting from non-accidental damage during the use of the facilities by the applicant.
19. Should any of the rules and regulations be broken by the applicant, said applicant may, upon decision by the Superintendent or Designee, forfeit the right of any future use of the school facilities.

**C. Application for Requests for Use**

All requests for the use of facilities by any outside organization wishing to use the buildings, grounds or other school facilities during or after school hours are to be made through the process prescribed by the North Kingstown School Department.

**D. Charges for Use of School Facilities**

1. There shall be no rental charge for the use of school facilities for activities sponsored directly by the North Kingstown School District. However, school activities where an admissions fee is charged to participants will be required to reserve 15% of all admission fees for such building use to be held in the North Kingstown School Department capital reserve fund and administered as directed by the North Kingstown School Committee. School affiliated groups not charging admission, shall be allowed free use of buildings except for the cost of any personnel, custodial or technology/auditorium services required or for any repair or replacement costs resulting from non-accidental damage during the use of the facilities by the applicant.
2. All North Kingstown Community groups that are a non-profit organization as defined by the Internal Revenue Service Publication 557 will reimburse the School Department as presented in Fee Schedule "A".
3. All other organizations shall pay a rental fee as presented in Fee Schedule "B" and reimburse the School Department for any and all costs related to the facility rented.

4. Any group that utilizes School District facilities with the purpose of calculating and charging a fee from the use of the school facilities shall reimburse the School Department as presented in Fee Schedule “B”.
5. Activities that may be required to have in attendance a custodian, school food service worker, or technician to provide service for the organization shall pay the current rates as required by the collective bargaining agreements in effect and also the minimum rates required by the Department of Labor for student help.
6. Organizations using School Department facilities for events which are open to the public must present evidence of Comprehensive General Liability insurance, including personal injury, in the minimum amount of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate. A Certificates of Insurance evidencing the insurance coverage and name the North Kingstown School Department as an additional insured must be provided prior to use. The RI Interlocal Trust sponsors a TULIP (Tenant User Liability Insurance Policy) for those groups that do not have this specific coverage. Information regarding these services can be found at [www.ritrust.com](http://www.ritrust.com).
7. Organizations using school facilities will hold harmless the North Kingstown School Committee, and any of North Kingstown School District employees, for personal injury, property damage or other loss which may result from the use of the School Department premises.
8. Tennis courts without lighting at the schools shall be open to the public at no cost at times when not scheduled for use by the School District or Recreation Department.
9. Athletic Fields at High School (excludes Athletic Stadium) shall be available for organized games where no admission is charged with permission of the North Kingstown School Department Athletic Director. Permission will not be granted to unorganized groups. No organized games shall be conducted where an admission is charged without prior approval of the North Kingstown Athletic Director and the Superintendent.
10. Parking lots shall be used free of charge by the general public when in attendance at school functions and approved non-school functions. The general public cannot not use parking lots for general parking purposes.

#### **E. Billing Procedure**

The Athletic Director and/or Supervisor of Plants & Grounds, when approving an application, shall indicate thereon the estimated charges or fees to be assessed. A fifty percent (50%) non-refundable deposit will be required. After the function is completed, the Supervisor of Plant & Grounds shall submit a formal bill in duplicate, to the user based on services provided. Two copies of the bill shall be furnished to the School Department Business Office. Payment is required within ten (10) days.

To qualify as a Non-Profit user, the organization must meet all criteria indicated below.

- Organization must be registered as a non-profit corporation with the State of Rhode Island.
- Organization must be comprised of 80% of officers whose primary registered address is the Town of North Kingstown as noted on non-profit paperwork registered with the State of Rhode Island.

Organizations that meet the criteria above must submit the following:

- Organization must submit proof of non-profit status according to IRS Publication 557.
- Organization must submit proof of registration with the State of RI as a non-profit organization.
- If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
- Current financial statement
- Roster of Officers
- List of persons authorized to make reservations for the organization.

**F. Personnel Services (including fringe benefits if needed):**

	<u>Regular Rate</u>	<u>Overtime Rate (if required)</u>
Custodian	as appropriate per contract with service provider (3)	
Maintenance	as appropriate per union contract (3)	
School Nutrition Professional	as appropriate per union contract	
Technical Services Senior Tech	as appropriate per union contract	

*These rates may change annually in conformance with applicable contracts/state and federal laws.*

**G. Fees for Use of Facilities (in addition to applicable fees noted above):**

	<b>Fee Schedule “A” (Community and Non-Profit) (3)</b>	<b>Fee Schedule “B” (Outside and/ or Profit) (3)</b>
<b><u>Elementary Schools (1)</u></b>		
Multi-purpose Rooms	\$20/hour	\$45/hour
Above with Kitchen Facilities (2)	\$40/hour	\$80/hour
General Classrooms	\$20/hour	\$25/hour
<b><u>Middle Schools (1)</u></b>		
Multi-purpose Rooms	\$20/hour	\$45/hour

Above with Kitchen Facilities (2)	\$40/hour	\$80/hour
Gymnasium	\$20/hour for all groups	
General Classrooms	\$20/hour	\$25/hour

**High School (1)**

Boys Gymnasium (Gym 1) (Concession Stand)	\$25 per hour for all profit groups \$25 per event	
Girls Gymnasium (Gym 2)	\$20 per hour for all profit groups	
Auditorium	\$50 per hour for all groups	
Cafeteria	\$30/hour	\$50/hour
Above with Kitchen Facilities (2)	\$50/hour	\$100/hour
General Classrooms	\$20/hour	\$25/hour

Events charging admission fee or donation requests will be charged Fee Schedule B rates.

**High School Stadium, Turf, and Track (PLEASE SEE RULES OF OPERATION FOR FURTHER INFORMATION) (1):**

	<b><u>Per hour</u></b>	<b><u>1/2 day (4 hours) (3)</u></b>	<b><u>Full day (8 hours) (3)</u></b>
NK Rec Department	No charge (Rec pays for extras, i.e. custodial, game supervisor etc, if applicable)		
Non-profit Town League	No charge with no equipment		
Non-profit Town League	Charges with equipment rental:		
	\$25/per hour	\$75/4 hours	\$150/8 hours
For-profit Town League (with equipment):	\$50/hour	\$150/4 hours	\$300/8 hours
Outside group	\$100/hour	\$300/4 hours	\$600/8 hours
Press box	\$25 per event		
Concession Stand	\$20/hour	\$50/4 hours	\$75/8 hours
Lights	\$25/hour		
Game Supervisor	\$25/hour (approved by Athletic Director)		

(1) Events charging admission fees or donation requests will be charged rates as noted in Fee Schedule B.

- (2) Use may require charge for NKSD School Nutrition Professional onsite.
- (3) Custodial services must be used for ½ day and full day usage. Said cost will be billed to the facility user based on rates charged by the custodial services provider. When possible, separate invoicing will be sent to the facility user by the service provider. Maintenance services may be billed at 4 hour minimum per collective bargaining agreement.
- (4) Organizations may provide their own Game Supervisor. However, Game Supervisors MUST be certified in accordance with North Kingstown School Department Athletic Facility use Rules of Operation. The North Kingstown School Department reserves the right to refuse the use of a non-school department provided Game Supervisor and require payment for services provided by the District.

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