

Cabot Public Schools

Facility Use: Rates and Regulations

Revised 6-19-18

School district facilities are provided to meet the educational needs of students. School activities shall have first priority for all facility use. The Board of Education believes that when school district facilities are not in use for school programs, the facilities which are constructed and maintained through the expenditure of public funds within the school district should be used to the fullest extent possible by community groups and agencies on a first come first served basis.

In order to assure that this accommodation may be extended to all patrons in the Cabot School District, it is necessary to have procedures for the use of the school district facilities adopted and made available to the general public. The administration of the school district shall prescribe an orderly process for utilization of school district facilities by community groups and agencies. Provisions for the control and protection of these public facilities will be established. The rules and regulations may require that out-of-pocket expenses including, but not limited to, extra utilities, administrative, custodial, maintenance and other costs be reimbursed to the school district or proper school personnel under the terms of a Facility Use Agreement.

The District reserves the right to approve or reject any request for use of school facilities, or make appropriate limitations on use, based upon the legality of the proposed use, any potential conflict with other uses of the property, liability concerns, and any concerns related to safety and security of students, school personnel, school property, or other persons. Generally, requests to use facilities will be handled on a first come, first served basis. Any person or organization that has a facility use request rejected has the right to an appeal with the Superintendent of Schools within five (5) business days.

Facilities Use Procedures & General Rules Procedures

Evening and Weekend Facility Usage

A. School Related or Community Non-profit Organization

School Facilities may be used during times that do not conflict with school activities and on weekends by nonprofit organizations composed primarily of persons who reside within the school district and by school-related organizations. Rental Fees will be based on the fees listed in the Facility Use Rental Rates.

B. Individual or Profit Making Organization

School facilities may be used by an individual and/or profit-making organization on a space available basis when approved by the site Principal and or District Administration. Use of athletic facilities must have the approval of the Athletic Director. Rental Fees will be based on the fees listed in the Facility Use Rental Rates. Additional rental fees may be charged depending on the size and type of facility requested, utilities, and other services required. Rates are subject to change without prior written notice.

Usage Procedure

1. Any organization that desires the use of a school facility must fill out a Facility Use Agreement at least ten (10) working days in advance and not more than one year in advance of the date of use. This agreement must include the purpose of the meeting, facilities and services needed. It must be signed by the individual who will be present and in charge and who will assume responsibility. All agreements terminate on June 30 of each year.
2. Requests for facility use shall first be approved by the Site Principal or Site Director where usage is requested. This form will then be submitted for District Administration approval.

3. Upon approval of the Facility Use Agreement, the organization will receive a copy of the agreement which will include fees, conditions, and equipment needed. This agreement must be presented to the building staff member at the time of the event.
4. A deposit will be required at the time the event is approved at the district level to assure the facility will be reserved for that event. If the District finds it necessary to cancel the scheduled event due to weather conditions or emergencies, all fees shall be returned in full to the user. Deposits and rental fees must be paid in advance. See Rita Stewart at 310 G.P. Murrell, Cabot, AR. *Do not mail*. A 24 hour cancellation notice is required for refund of rental fees. Cash or Check only, no cards accepted.
5. The Rental Agreement is not transferable to any other person or group (subleasing is not permitted), and rental is restricted to the conditions agreed to herein.

General Rules

1. The person or organization must agree to assume responsibility for any damage or loss that occurs to the facility, equipment, and grounds because of the use of the organization.
2. The person or organization using the school facilities assumes full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs, alcohol or intoxicants is prohibited in the school facility or on school grounds. Firearms or weapons of any kind are not allowed on in the school facility or on school grounds unless the person carrying the firearm or weapon is permitted to do so by law as defined in A.C.A. § 5-73-120. It is also agreed that food and beverage products of any kind are not permitted in the Fine Arts Auditorium.
3. A district representative must be on duty when district buildings/facilities are used by any organization. The district representative will insure proper use of school facilities; however, it is understood that the person in charge of the group using the facility is responsible for the conduct of the group.
4. The representative on duty will admit the group into the building, be present in the building during the time of use, and will secure the building when the group departs.
5. Use of school facilities at times when district representatives are not normally on duty, or when extra duties are required, involve extra expense for the District. The rates will include a thirty (30) minute opening, a thirty (30) minute closing, and a two hour work period totaling a minimum of three (3) hours required. The rates will be those shown on the agreement and are subject to change without prior notice.
6. The building principal or custodial supervisor has complete discretion in determining the need for custodial services. The rates will be those shown on the agreement and are subject to change without prior notice. [Custodial fees are \$18.00 per hour or \$36.00 per hour on holidays and holiday weekends.]
7. Facility use rental rates shown on the agreement include the use of the facility and only the equipment that is listed on the agreement.

8. Only equipment may be used that is listed on the Facility Use Agreement. Any cost incurred by the use of such equipment must be paid by the user.
9. School facilities and/or equipment shall not be used for purposes that are deemed by the District to be contrary to the best interest of the School District.
10. School facilities and/or equipment shall not be used for any purpose other than what they were designed for.
11. School equipment shall not be loaned to groups or individuals except by prior written authority of the Superintendent of Schools.
12. Any person or organization requesting the use of the kitchen facilities must contact the District's Food Service provider and make all necessary arrangements for the use of any kitchen equipment.
13. When the kitchen is open for a special function at a time other than normal working hours, the food service manager or a food service staff member must be in the kitchen. The director of Food Service will determine the number of employees need to cook and serve for banquets. The rates will include a thirty (30) minute opening, a thirty (30) minute closing, and a two hour work period totaling a minimum of three (3) hours required. The rates will be those shown on the agreement and are subject to change without prior written notice. For more information on food service fees, contact Erin Wilkes, Food Service Director, at (501)843-3363 ext. 1011.
14. Additional electrical services needed for major events must be coordinated by the person or organization and site Principal and are at an additional expense to the person or organization.
15. If security is deemed necessary for any function, the cost shall be at the person or organization's expense and must be approved & coordinated through the School District. The District may determine for safety that security is required.
16. Group 4 and 5: The Cabot School District requires renters to have at least a one million dollar (\$1,000,000) liability insurance policy. No exceptions will be granted. Policies must show the Cabot School District as an additional insured during the time of the planned use of the facility. Failure to have the required liability insurance secured one week (7 days) prior to the event will result in the cancellation of the event.
17. Group 5, for-profit groups, may not use school facilities on a regular basis and are allowed a maximum of two (2) events per school year (July 1 – June 30).
18. Administrative discretion may be allowed to determine group type when (1) an event is an indirect extension of the Cabot School District, and (2) the event's primary purpose is to provide enrichment opportunities for students within the zone of the district.
19. The Cabot School District reserves the right to cancel this agreement if an unscheduled school activity must be conducted.

Cabot Schools Facility Use Groups

Group Type	Rent	Custodial	Supervision
GROUP 1 – School District Activities: plays, ballgames, faculty meetings, staff development, dances, talent shows, etc.	NONE	PAID BY THE DISTRICT	PAID BY THE DISTRICT
GROUP 2 – School employees who receive pay for conducting activities for students outside their contracted responsibilities: tutoring, athletic camps, private lesson, etc.	NONE	GROUP PAYS	EMPLOYEE IS SUPERVISOR ¹
GROUP 3 – Organized community non-profit groups: service clubs, civic clubs, charitable organizations, 4-H, scouts, community sports, etc. Non-profit paperwork required.	NONE	GROUP PAYS	GROUP PAYS
GROUP 4 – Private use <u>not</u> for profit: pageants, churches, family reunions, individual groups, fundraisers, political party activities, etc. – to be determined by the district.	YES	RENTER PAYS	RENTER PAYS
GROUP 5 – For profit groups: pageants, churches, recitals, fundraisers, political party activities, etc. – to be determined by the district.	YES	RENTER PAYS	RENTER PAYS

¹ Circumstances where an employee associated with the event cannot sign for event supervision are as follows:

- If the event last longer than 3 hours, a custodian will be assigned
- If the event has more than 50 people attending, a custodian will be assigned.
- An event lasting more than 1 day will require a custodian to be assigned.

Cabot Schools Facility Use Rental Rates

Facility	Deposit ⁶	Five Hour Rental		Per Additional Hour ⁷	
		Group 4	Group 5	Group 4	Group 5
Cafeteria – Elementary and Middle	25%	\$50	\$200	\$5	\$40
Cafeteria – Jr. High South	25%	\$75	\$300	\$7.50	\$60
Cafeteria – Jr. High North and Freshman Academy	25%	\$100	\$500	\$10	\$100
Cafeteria – High School ¹	25%	\$150	\$600	\$15	\$120
High School Fine Arts ²	25%	\$250	\$600	\$25	\$120
High School Black Box	25%	\$100	\$300	\$10	\$60
Activity Buildings ³	25%	\$75	\$150	\$7.50	\$30
High School Gym/Annex ⁴	25%	\$150	\$400	\$15	\$80
Jr. High Main Gym	25%	\$200	\$500	\$20	\$100
Media Center/Kiva	25%	\$25	\$100	\$2.50	\$20
Austin Training Center ⁵	25%	\$50	\$200	\$5	\$40

¹ Minimum of 300 attendance required

² For rental of Fine Arts Auditorium, a stage crew will be assigned as needed by the Fine Arts Auditorium Supervisor. No Strollers will be allowed into the auditorium. Any costs associated with the stage crew will be the responsibility of the RENTER. *No Sunday rentals.* Liz Yielding is Auditorium Supervisor. You must complete a Building Request Agreement as well as an Auditorium Contract for this use.

³ All elementary gyms and smaller gyms at both Jr. High North and South.

⁴ No A/C available in this facility.

⁵ Employee, not for profit, rate is \$25 per day.

⁶ Deposit must be paid before reservation can be confirmed.

⁷ Events requiring more than five (5) hours building access will be charged an additional 10% for group 4 and 20% for group 5 of the category fee per additional hour.

- The rental of any school facility not listed must be approved by the Superintendent.
- Failure to cancel reservations within 48 hours may result in a cancellation fee being charged.
- For more information, contact Rita Stewart at (501)743-3560.