

School/Community RelationsCommunity Use of District Facilities**Fee Schedule**

The following areas are available for rent. (Rental fee does not include equipment fee, maintenance fee, custodial fee and/or site monitor fee.) Rental rate starts 30 minutes prior to the group entering the building to allow staff time to open the facility and time for utilities to get to the occupied setting. Rental rate ends 30 minutes after the group completely departs the facility, although custodial fee is assessed for the entire set-up and clean-up time required by custodial staff. Charges and fees will be made payable to Raymore-Peculiar R-II School District . Recurring weekday practices will be limited to 1.5hrs each to give all groups opportunities for use. Weekday activities end by 10pm and if run later will be charged weekend rates for anytime past 10pm. Weekend rates apply starting at 10pm on Friday through Sunday.

Facilities Available	Weekday			Weekend	
	Group #1	Group #2	Group #3	Group # 1	Group #2
Elementary Classroom (K-5)	N/A	\$7/hr	\$10/hr	\$15/hr	\$20/hr
Secondary Classroom (6-12)	N/A	\$7/hr	\$10/hr	\$15/hr	\$20/hr
Elementary Gathering Area	N/A	\$10/hr	\$12/hr	\$20/hr	\$25/hr
Secondary Gathering Area	N/A	\$12/hr	\$15/hr	\$25/hr	\$30/hr
Elementary Common/Cafeteria	N/A	\$17/hr	\$20/hr	\$35/hr	\$40/hr
Secondary Common/Cafeteria	N/A	\$20/hr	\$25/hr	\$40/hr	\$50/hr
Elementary Gymnasium	N/A	\$20/hr	\$25/hr	\$40/hr	\$50/hr
Secondary Gymnasium	N/A	\$30/hr	\$35/hr	\$60/hr	\$70/hr
Secondary Auxiliary Gym	N/A	\$25/hr	\$30/hr	\$50/hr	\$60/hr
Elementary Library	N/A	\$12/hr	\$15/hr	\$25/hr	\$30/hr
Secondary Library	N/A	\$15/hr	\$17/hr	\$30/hr	\$35/hr
Lecture Hall	\$10/hr	\$20/hr	\$40/hr	\$50/hr	\$60/hr
Wrestling Center	\$18/hr	\$37/hr	\$42/hr	\$75/hr	\$85/hr
Auditorium/Performance Space	N/A	\$75/hr	\$100/hr	\$150/hr	\$200/hr
Elementary Outdoor Space	N/A	\$10/hr	\$10/hr	\$20/hr	\$20/hr

Secondary Outdoor Space	N/A	\$15/hr	\$15/hr		\$30/hr	\$30/hr
Elementary Kitchen (+ Staff fee)	N/A	\$25/hr	\$30/hr		\$50/hr	\$60/hr
Secondary Kitchen (+Staff fee)	N/A	\$25/hr	\$60/hr		\$50/hr	\$60/hr
Outdoor Athletic spaces (baseball, soccer, football, etc.)	\$20/hr	\$40/hr	\$50/hr		\$80/hr	\$100/hr
Stadium Athletic Facilities (football, track, etc.)	\$100/hr	\$225/hr	\$250/hr		\$250/hr	\$500/hr
Staffing Fees (Weekday 2hr. Min--Weekend 3hr. Min)						
Custodian (non-staffed times)	\$30/hr					
IT Tech	\$35/hr					
Sound Tech	\$30/hr					
Nutritional Services	\$30/hr					
Security	\$45/hr					
Monitor	\$30/hr					
Snow Removal (includes staff & product) *+1 hr custodial to clear sidewalks	\$110/hr					
Additional Items for Rent						
Sports Field Lights	\$100/hr					
Stadium Press Box/Score Board	\$50 flat fee					
Stadium South Locker Rooms	\$100 flat fee					
Screens	\$20 flat fee					
Auditorium Sound & Lighting	Upon Request					
Batting Cages	\$20 flat fee					

Additional Fees:

1. Custodians are charged at a rate of \$30 per hour, per custodian. The district determines the number of custodians needed for each event. Custodial rates are not charged during normal staffed times. During non-staffed times for custodial, and all times for other staffing fees, there is a two-hour minimum fee that will be assessed for each assigned custodian for Monday through Friday, and three-hour minimum for Saturday/Sunday use and weekdays after 10 pm. Additional fees will be assessed if maintenance/grounds work is necessary for the event such as facility electrical or technical work, grounds preparation, etc. This additional cost will be charged at the overtime rate of the maintenance/grounds labor cost.
2. Equipment rental charge will be assessed for furniture, equipment and supply requests. Equipment charge to be determined by district. Certain equipment will not be available for use.
3. Site monitors are charged at a rate of \$30/hr, per monitor. The district determines the number of monitors needed for each event. Two-hour minimum fee will be assessed for each assigned site monitor for Monday through Friday, and three-hour minimum for Saturday/Sunday use.
4. Sound, lighting and technical staff fees for performance and auditorium space to be determined by district.
5. Kitchen staff fees for use of kitchen requests at a rate of \$30/hr, per kitchen staff employee. Kitchen staff must be present if Food Service areas are rented.
6. Events requiring security will be required to pay a fee of \$45/hr, per security staff. The district determines the events requiring security and the number of security staff necessary.
7. A damage deposit of \$250 is required which is reimbursable upon conclusion of the event where no damage to the facilities occurred. All groups will be responsible for repair or replacement costs for any damages.
8. Additional staff fees may be assessed on observed holidays such as Thanksgiving, Martin Luther King Jr. Day, Presidents' Day, Easter, Christmas, or any other holiday designated by the school calendar (Spring break, summer vacations, winter break, etc.) These fees will be assessed only to cover costs associated with staff overtime or holiday pay.

Group Classifications:

Weekday

Group #1 - Nonprofits, community organization, neighborhood associations & governmental partners located within the RPS boundaries and/or serve the students at the facility requested and whose activities:

**Proof of nonprofit status may be required.*

- Have 75% or more participation by RP students and do not charge to participate. If charging a \$5/event minimum will apply.
- MSHSAA Sports, DESE, Groups mentioned in Title 36, PTA, Booster Club
- Girl Scouts/Boy Scouts
- Federal, State, County, or Local Governmental Bodies or Officials
- Raymore and Peculiar Parks and Rec groups or other group that has an agreement with the district
- Parking lot use only

Group #2 -

- Has 50 - 74% participation by RP students
- Occur after school on days that school is in session, and which take place when building staff is still on the premises and can secure the facility
- HomeOwners Associations
- Community Churches

Group #3 -

- Has 0 - 49% participation by RP students
- Occurs after school on days that school is in session, and which take place when building staff is still on the premises and can secure the facility

School/Community Relations**Community Use of District Facilities****Procedure to Apply for Use of Buildings and Grounds**

All Requests for use of the buildings and grounds must be submitted through (Name of program/site) at least two weeks prior to the requested use of the building or property.

The submission of the request and supporting documentation for use of a district facility shall be interpreted as a guarantee to the district that the organization or individual will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meeting held under its control and for prompt payment to the district to cover any damage to district property which was a result of the organization's use of the facility. The district reserves the right to require a district-appointed site monitor be present during any or all activities.

The person who submitted the request will be held responsible for fulfilling the terms of the application. This person must be at least 21 years of age.

Compensation for Damage or Loss

Any cost to repair or to replace damage or loss to equipment, grounds or buildings shall be paid by the person or group responsible for the damage or loss. Depending upon the type of use, a damage deposit may be required prior to usage. *No glitter to be used, use will automatically forfeit deposit.

Disciplinary Authority

Any administrator, school district employee or appointed site monitor in attendance or in charge of the building is authorized to stop any rowdiness and will expect the adult in charge to cooperate. The school personnel in charge will report any misbehavior or other problems with the group or organization to the building principal and Building and Grounds Department immediately.

Designation of Area for Use

The administrator, school employee or site monitor in charge will ensure that only the areas listed on the rental form be used by the group or organization and will expect cooperation of the adult in charge of the group.

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Guidelines for Use of School Buildings

All requests for use of school buildings by organizations must be in writing and may be approved under the following guidelines:

1. Space must be available.
2. Rental must not interfere with the normal operation of the school.
3. All school activities and district operations (cleaning schedules, renovation projects, etc.) take priority over outside group facility requests.
4. Any group or organization may only request facility use within one school year. Facility requests must be re-submitted for consideration each year. (July 1 - June 30) Summer activities that cross this threshold must start prior to June 30th and end by the start of school in August.
5. Facility requests should be made a minimum of two weeks in advance of requested use. Any facility request made with less than two weeks' notice may be denied and/or moved down the priority list.
6. The superintendent and/or designee is authorized to approve such requests.
7. Any appeal of the superintendent's and/or designee's decision may be made, in writing, to the Board of Education.
8. Facility request approval will be based on availability of requested space, priority category of group, district's ability to properly staff the request, proper insurance coverage, payment for damage deposit and all identified fees.

Proof of Insurance

The organization or group must furnish a certificate of liability insurance of \$1,000,000 or other securities may be required if the district determines the organization's activity so warrants. The certificate of insurance must be on file at the district office prior to any function occurring (no exceptions).

Restrictive Regulations

School facilities cannot be used by an individual, group or organization for any activity that is intended to overthrow the government by force, violence, or other unlawful means. Activities in conflict with local, state and federal laws are not permitted. School facilities may not be used for any activity or program that reflects on, or discriminates against, persons of any race, color, creed or national origin.

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Use for Elections

Buildings may be used for elections and registration of voters providing the facilities are available and adequate.

Vending Machines or Concessions

No vending machines shall be placed, or concessions sold, on school property without consent of the building principal and/or the superintendent.

Smoking Regulations

All students, teachers, employees and visitors to Raymore-Peculiar School District will be prohibited from using tobacco products, electronic cigarettes, or tobacco derivatives in all district facilities and on all district grounds at all times.

The use of alcoholic beverages, smoking of tobacco products, profane language or gambling in any form is not permitted in district facilities or on district property.

School Closings

When the superintendent has declared the "schools closed" due to inclement weather, the buildings will be closed and all in-district building activities will be canceled. If weather conditions improve during the day, the superintendent has the authority to determine whether building activities will be held as scheduled. The district reserves the right to cancel activities on Saturdays or Sundays due to inclement weather.

In case of an emergency, the superintendent reserves the right to cancel any scheduled activity of a nonschool group at his/her discretion. Such cancellation shall be made as early as possible so that all persons involved can be notified.

Non-school days are reserved for other district operations. While these times may be requested, recurring activities may be denied. Other requests will be considered on a case-by-case basis.

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Priority Use of Facilities

The district established the following priority for use of facilities:

1. School curricula, student activities, athletics, and adult education (no charge).
2. School related organizations: e.g., PT A, Booster club, teacher/employee associations, and other autonomous non-profit groups serving Raymore-Peculiar students (no facilities charge except where special maintenance, custodial, food service, security or technical personnel are required).
3. Non School related organizations. See "Group Classifications."

Fee Schedule

All fees associated with use of Raymore-Peculiar facilities are listed in Regulation 1420.1 and may also be obtained from the office of Buildings and Grounds located at 21005 S School Road, Peculiar, Mo 64078. The office phone number is (816) 892-1362.

School/Community Relations**Community Use of District Facilities**

Public schools are owned and operated by and for the patrons of the school district. The schools are an integral part of the community in terms of its educational, intellectual, social expression and development. To this end, the Board of Education encourages the use of school facilities to the fullest possible extent.

Under the laws of Missouri, "The School Board having charge of the school houses, buildings and grounds appurtenant hereto, may allow the free use of the houses, buildings and grounds for the free discussion of public questions or subjects of general public interest, for the meeting of organizations of citizens and for any other civic, social and educational purpose that will not interfere with the prime purpose to which the houses, buildings and grounds are devoted. If an application is granted and the use of the houses, buildings or grounds is permitted for the purposes aforesaid, the School board may provide, free of charge (heat, light and custodial service therein when necessary), and may make any other provisions free of charge, needed for the convenient and comfortable use of the houses, buildings and grounds for such purposes, or the School Board may require the expenses to be paid by the organizations or persons upon whose application, or at whose request, the use of any schoolhouse, building, or part thereof of any grounds appurtenant thereto, is permitted as herein provided shall be jointly and severally liable for any injury or damage thereto which directly results from the use, ordinary wear and tear expected." - 177.031, RSMo.

General Guidelines

The school administration shall maintain an annual school district calendar of educational and activity events and provide an orderly procedure for scheduling the use of school facilities to meet all educational and community requirements.

School functions will take priority over previously scheduled events.

Security and Supervision of Buildings

School principals, teachers, custodians or other school employees are the only persons allowed keys to the buildings. A person authorized to use a building key is responsible for the security of the building. Indiscriminate use of keys may be cause for termination of employment.

No building may be used unless an administrator, teacher, custodian or other employee designated by the building principal is present, unless authorized by the superintendent or his/her designee.

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Each group and/or organization must be accompanied by at least one adult who has been placed in charge and who is responsible for the actions of the group or organization. The adult supervisor will be required to arrive prior to the gathering of persons and will remain until all persons leave the building and the area has been policed to the extent required by the building principal. At the time the application is made for the use of the facilities, the person to be present and to be in charge must be named and will be expected to assume complete responsibility.