



**SPRING HILL  
SCHOOLS**  
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# GUIDE TO FACILITY USE

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# Use of District Facilities

District facilities shall be used to the fullest extent possible by community groups and agencies. However, school activities directly related to meeting the educational needs of students shall have priority when scheduling district facilities. The board, through the superintendent, shall reserve the right to approve or reject any request for use or policy relating to district facilities.

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# Facility Use General Guidelines

## Liability and Certificate of Insurance

- Renters will be responsible for and will be required to reimburse the school district for any damage to the school district property as a result of using school facilities. A Certificate of Insurance in the amount of \$500,000 naming the Spring Hill School District as additionally insured must be provided for all indoor and outdoor athletic events. If your insurance specifies "Damage to Rented Premises" you must show \$500,000 for each occurrence. In general, liability insurance is not required for outdoor events but there are certain outdoor activities for which liability insurance will be required. Renters must pay for any damage to district property incurred during their rental. The Spring Hill School District does not assume any liability of accidents occurring to participants or other individuals during scheduled events; nor does the District assume responsibility for equipment left on the premises by outside organizations.
- If food is prepared or served on school district premises, a certificate of insurance can be issued by the renter or the caterer.
- If carnival or amusement rides are offered on any School District premises, the renter or the owner of the rides is required to provide a Certificate of Insurance evidencing a minimum \$500,000 liability insurance policy which names Spring Hill School District #230 as additionally insured.
- PTO's are not required to provide liability insurance. However, in the event the School District is exposed to any liability as the result of a PTO event on School District premises, the School District reserves the right to require liability insurance for future use of School District facilities.

## Spring Hill School District Community

Spring Hill School District community refers to organizations and groups where 50% or more of the participants reside within the Spring Hill School District boundaries. Leagues fit into this category if more than 50% of the total membership roster are Spring Hill School District residents.

## Not-For-Profit Status

Where appropriate not-for-profit status must be verified by presentation of Kansas Secretary of State certification, or IRS-501(c) (3) designation.

## Nondiscrimination

All users are subject to laws and regulations which prohibit discrimination based upon age, sex national origin, race, color, religion, or handicap.

## Denial of Requests

In the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond the Spring Hill School District's reasonable control, some or all buildings, grounds, and

facilities may not be available. In such cases, a specific building/facility use permit may be canceled at the sole discretion of the Spring Hill School District.

Individuals, groups, or organizations which advance any doctrine or theory which is subversive to the constitution or laws of the State of Kansas or the United States will be denied the use of Spring Hill School District facilities.

Violations of any part of the provisions contained within this policy or the related regulations and procedures shall be grounds for cancellation of this and/or denial of future building/facility use permits.

Misuse or abuse of district facilities as well as non-payment of previous use, will result in the immediate cancellation and/or denial of the building/facility use permit.

Out of District for profit will not be considered.

## **School Building/Facilities Rental Agreements**

'Lessor', 'SHSD', shall mean Spring Hill School District U.S.D. #230

'Lessee' shall mean any individual, organizations, group, or entity, including the authorized representative thereof executing the Rental Agreement or who gets the benefit of use of district facilities as described in the Rental Agreement.

'Rental Agreement' shall mean the Building/Grounds/Facilities/Equipment Rental Agreement/Use Permit.

'District Facilities' shall mean all property owned by the Spring Hill School District U.S.D. #230 or property over which it has control.

The Spring Hill High School facilities are only available for school related events.

### **I. Rental Agreement for use of District Facilities**

- A. All rental agreements of use of facilities will be submitted on the Rental Agreement form to the Facilities. Coordinator or designee for scheduling and approval. Rental Agreements must be signed by an authorized officer or designee of the Lessee requesting the use. A separate Rental Agreement is required for each facility used.
- B. Rental Agreements for district facility use shall constitute willingness to comply with all rules and regulations regarding the use of district facilities as prescribed by the Board of Education. The Lessee must exercise the utmost care in the use of the school premises and agrees to protect, indemnify, and hold harmless the SHSD and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the Rental Agreement. In the event of damage to district property of facilities, Lessee shall accept the estimate of the amount of damage, as estimated by the district's supervisor of buildings and grounds, and shall pay for such repair or replacement costs.
- C. There must be adequate adult supervision for all usage and the Lessee shall provide a certificate of insurance if requested. The Lessee may be required to provide proof of adequate adult supervision to satisfy fire and safety regulations.

- D. The Facilities Coordinator will compute applicable fees, and process the Rental Agreement. Copies of the Rental Agreement will be sent to the applicant, the building principal, the school building lead custodian, supervisor of building and grounds, and the supervisor of food service if applicable, and one copy will be maintained on file with the Facilities Coordinator.
- E. The transfer or sublease of any Rental Agreement for use of district facilities is strictly prohibited.

## **II. General Regulations Concerning Use of District Facilities**

Preschool through grade 12 school-related instructional programs and activities have first priority in facility use. Second priority will be other Spring Hill School District sponsored activities. Third priority will be the Spring Hill School District youth activities. Other community group requests for building use will be approved on a space available basis with Category A having the highest priority and Category E the lowest. No continuing use will be approved for a period in excess of the school district's current fiscal year. Nothing in this policy may be interpreted to mean the district is obligated to rent or otherwise issue a Rental Agreement regardless of the availability of the facility.

- A. When any school building or facility is under a Rental Agreement, a school custodian or approved district staff member must be present and the costs assessed to the Lessee, if applicable. Lessee shall not negotiate with nor compensate any such district personnel directly. Any and all fees and charges are to be paid directly to the Spring Hill School District.
- B. Lessee must confine themselves to the rooms and corridors assigned for their use, and to the approved times. Areas must be vacated completely at the designated time or double user fees will be assessed.
- C. The use of kitchen facilities must be coordinated with the Food Service Department, and at least one person from the Food Service Department must be present when the kitchen is used. In addition, the Lessee agrees to also obey Food Service Department policy and regulations.
- D. Classrooms are not available for rent during the August to June school year to ensure they remain dedicated to educational purposes. During the summer, rentals are extremely limited and subject to strict availability. Please note that specialized classrooms, such as art, FACS, shop, and science/chemistry labs, are completely off-limits for rentals at all times due to safety and equipment concerns.
- E. Lessee must comply with all applicable district municipal, county, state, and federal fire and safety regulations at all times, and shall be responsible for the conduct and control of all participants and/or spectators involved in the Rental Agreement activity.
- F. Hardwood floors are restricted to soft-sole footwear such as tennis shoes.
- G. Requests for use must be made at least 2 weeks in advance. Rental Agreements will not be issued more than 4 months in advance of the date of use except in the case of recreational programs and educational institutions where schedule publication requires a longer lead time or in the case of Rental Agreements for continuing use exceeding 4

months. Organizations such as Boy Scouts, Girl Scouts, and before and after programs, which are formed on a school-year basis, need only apply once per year for regular scheduled meetings. Special or additional meetings or activities will require an additional permit.

- H. Occasionally it may be necessary to move an activity to an alternate facility (room or school) at the discretion of the Lessor. In the event of a closure by the district, the Lessee will have the option to rescind the Rental Agreement and receive a refund, upon written request, of amounts paid for time not used. Lessee releases the district and its officers, agents, employees, and representatives from any loss or damage occasioned by the closure of the facility or cancellation of an event and/or activity.
- I. The use or possession of alcoholic beverages or illegal drugs by any person or group on district property is strictly prohibited.
- J. Smoking and tobacco use is strictly prohibited in all school buildings.
- K. Unauthorized possession or use of any type of firearms or weapons is strictly prohibited.
- L. Any form of illegal gambling is strictly prohibited in district facilities or on school grounds.
- M. Overnight use of any facility requires the approval of the building principal and the Director of Facilities.
- N. Sports camps must be approved by the Activities Director or designee and conform to Kansas State High School Activities Association regulations, and are subject to the current fee schedule.
- O. High school-sponsored activities are events or programs organized by the school and are in direct collaboration with school-affiliated groups that provide a clear benefit to students or school programs. These activities are designed to enhance student engagement, foster community, and support the educational and extracurricular goals of the district. Examples of such activities include Buff-Puff, Powder Puff, Fellowship of Christian Athletes (FCA) meetings or events, or other similar programs. To qualify as a high school-sponsored activity, the event must demonstrate a direct connection to student development, learning, or the promotion of school values. This framework ensures that high school facilities are used in the ways that directly support the school community and its students.

These activities are expected to:

- Directly benefit students by providing educational, social, or extracurricular enrichment opportunities.
  - Contribute to the success or enhancement of school programs, teams, or organizations.
  - Align with the mission and goals of the high school, ensuring they prioritize student welfare and growth.
- P. No storage facilities will be provided, nor responsibility accepted by Lessor, for any equipment or materials brought in by Lessee unless specifically approved by the

building principal/representative and noted in the Rental Agreement. Storage fees will be assessed if approved.

- Q. Furniture will not be moved from building to building by the Lessee.
- R. Use of school property must be in good taste and shall not be used in any manner which would create a nuisance or hazard to other persons on or near the school grounds or facilities.
- S. Classrooms are maintained and equipped for the district's instructional program and any usage under this policy must maintain the appropriate cleanliness and order required of such a learning environment.
- T. All rental areas must be vacated by 11:00 p.m. unless special permission is given by the building principal and/or Director of Facilities
- U. Lessor reserves the right to schedule other activities or events in other parts of the building or facility not covered by a Rental Agreement.
- V. Lessee must not at any time exceed the posted room or area occupancy capacity.
- W. Advertisements and banners will be allowed only under the following stipulations:
  - 1. No permanent advertisements or banners will be allowed on school property
  - 2. Temporary advertisements will be allowed for activities and events like the Dream Factory Football Classic, AAU Track and Field Regional Championships, etc. under the following conditions:
    - a) The Director of Facilities approves the content and design of the advertisement in advance.
    - b) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
    - c) Banners and advertisements are immediately removed after the event.

### **III. General Fees and Information**

- A. Due to the requirement to arrange for custodial support for community use of district facilities, weekend and holiday usage requires a two-hour minimum per Rental Agreement.
- B. Food service kitchen use requires fees to be assessed for the Food Service Department. Lessee agrees to pay such additional charges as determined by the district.
- C. When the Performing Arts Center (PAC) use requires the presence of the Performing Arts Center supervisor or designee, the charges will be assessed at the current fee schedule rate for such personnel.
- D. Week day Rental Agreement for groups over 100 will require custodial support in addition to regularly scheduled building custodians and charges will be assessed at the current fee schedule rate for such personnel for the length of the Rental Agreement plus one-half hour prior to and following the rental agreement.
- E. Category D & E rentals will begin after 6:00 p.m., Monday through Friday, without special permission from the building principal/building manager.

- F. If technology staff is required, they will be billed at the rate on the facility rate schedule per technology staff or performing Arts Supervisor/Technician. Technology Staff may be assigned to an event depending upon the date and time of the event and the number in attendance. Additional charges may be applied by the District for extra setup, or labor associated with facility use. Technology Staff fees will be billed double time on holidays.
- G. Spring Hill School District kitchens may only be used if a food service manager is on site. The Spring Hill Food Service Department handles the scheduling and billing of food service managers. Renters requiring kitchen use must contact the Food Services Department at 592-7226 to make arrangements for their event.
- H. If custodial fees are required, they will be billed at the rate on the facility rate schedule per custodian. Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance. Additional custodial charges may be applied by the District for extra cleanup, setup, or labor associated with facility use. Custodial fees will be billed double time on holidays. Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance. A minimum thirty-minute set-up and a thirty-minute clean-up time will be added to each event to which a custodian is assigned. Custodians have the right to refuse the performance of additional duties not originally identified by the renter, if the custodian has a physical limitation that prohibits the performance of that task.
- I. In the event of a late arrival or "no show", all assigned Spring Hill staff will wait one hour before vacating the premises. The renter will be charged a minimum of 2 hours per custodian assigned and other related costs.
- J. The use of open flames is not permitted in any Spring Hill School District Facility. There may be limited exceptions based on individual city permits.
- K. The permit holder is responsible for the appropriate behavior of his/her group during scheduled events.
- L. No outdoor sports, such as baseball, football, softball or soccer are allowed inside buildings.
- M. The renter must confine their group to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the renter.
- N. There will be an incurred cost in the event the school district has to move snow or treat sidewalks and parking lots for icy conditions.
- O. District employed athletic coaches who decide to retain all income from summer camps will be allowed to utilize the district athletic area for summer camps. The district employed athletic coaches must follow the guidelines set forth in the Coaches Summer Camp Facility Use Document.

#### **IV. Grounds and Parking Lots**

- A. Placement of buildings, structures, or equipment on school property by Lessee without prior written approval of the Director of Facilities.



- B. The Spring Hill School District insurance policy prohibits the use of model airplanes, model cars, and model rockets which use a flammable substance.
- C. Vehicles and horses shall be restricted to established roadways and parking lots without prior written approval of the Director of Facilities. .
- D. Playgrounds and playground equipment are available to the community when not in use by the district. The nonexclusive use of these facilities does not require district approval, but such use is at the risk of the user. A scheduled activity will have priority over unscheduled use.
- E. A scheduled activity that restricts the use of playgrounds or playground equipment requires an approved Rental Agreement. Administrative fees will be assessed for such reservations.
- F. The use of tracks, playgrounds, playground equipment, sports fields, baseball/softball fields are restricted to the purposes for which they are designated.
- G. Approved Rental Agreements are required for use of athletic fields by all groups, and are subject to assessment of reservation fees in accordance with the current fee structure.
- H. The Lessee will make every reasonable effort to inform individual participants and spectators of their responsibility to follow all campus parking regulations and other traffic control signs.
- I. During a snow event, only the parking lot areas and sidewalks needed to hold the event will be cleared and/or treated. Outlying parking lot areas and sidewalks not needed to hold the event will be cleared and/or treated at a later time.

## **V. Equipment**

- A. When a building user submits a request for use of district facilities and district equipment is requested, this request must be included on the Rental Agreement form, and is subject to availability. Lessee agrees to pay additional charges for such use as determined by the district.
- B. Any use of district equipment will be at the discretion of the building principal or designee.
- C. No outside equipment will be connected to the Spring Hill School District technology network without prior approval.

## **VI. Performing Arts Center (PAC)**

The Spring Hill High School facilities are only available for school related events.

- A. Attendance must not exceed the capacity of fixed seating in the PAC.
- B. The PAC supervisor may not need to be present for those uses where only the stage apron is used.
- C. Lessee, when using the complete stage house, must schedule a coordinating meeting at least ten (10) days prior to the scheduled event with the PAC supervisor, in person or by phone, and provide a full and detailed outline of all facilities required, all stage requirements and such other information required by the PAC supervisor concerning such Rental Agreement. The PAC supervisor's actual time involved in such meeting(s) will be assessed to the Lessee, at the current fee schedule rate for such personnel. All PAC

usage is subject to the approval of the PAC supervisor or designee, as well as the nominal Rental Agreement approved by the principal/building representative.

- D. School equipment included in the Rental Agreement must be operated by school technicians or technicians approved by the PAC supervisor. Lessee agrees to pay additional charges for such personnel costs as determined by the district.
- E. Rehearsal dates and times or move-in or move-outs dates and times must be arranged with the PAC supervisor at least 48 hours prior to such dates and will be subject to availability of the premises and technology personnel with the Lessee paying all Rental Agreement fees and costs incidental thereto.
- F. The district shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the Lessee shall, after of period of seven (7) days from the last usage hereunder, be deemed abandoned and shall become the property of the district.
- G. No paints, tapes, or glues may be used, nor carpentry, electrical, or other construction work done on the premises without prior clearance with the PAC supervisor.
- H. No signs, banners, flags, streamers, etc. are to be attached to or hung from any drape or rigging within the PAC complex. Any special effects must have prior approval of the PAC supervisor. Chemical foggers are prohibited.
- I. All scenery must be free-standing. No nails, screws, or stage hooks may be used in the hardwood stage area. All materials used on or around the stage area must be non-combustible or have been treated so as to have been made fire-retardant.
- J. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames of any form (including candles) may be used on the stage or elsewhere in the PAC complex.
- K. Food and/or beverages may not be consumed in the main theater or stage area.
- L. The PAC supervisor and his/her authorized representatives shall, at any time during setups, rehearsals, performances or takedowns, have immediate access to any area of the PAC complex leased by the Lessee.
- M. Lessee agrees to enforce the district's policy with regard to the prohibited use of tobacco in district facilities and the prohibition regarding the consuming of food and/or beverages in the main theater or stage area. Lessee further agrees to include this in all advertising programs and announcements.
- N. Failure to pay fees or comply with District guidelines may result in the denial of future rentals.
- O. Rental confirmations are non-transferable. Facilities may not be sublet.

## **VII.   Gymnasiums**

The Spring Hill High School facilities are only available for school related events.

- A. All participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable.

- B. Lessee shall provide all basketballs and volleyballs. The district shall provide basketball goals, volleyball standards with nets and other equipment if specifically provided for the Rental Agreement. Small scale basketball goals are not to be used by adults.
- C. Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during the rental use. It will be the responsibility of the Lessee to control the entrance to the gym and also notify the custodian on duty or the district's building representative when the Lessee leaves.
- D. No district shower facilities shall be used unless specifically provided for in the Rental Agreement.
- E. No football, baseball, or softball will be allowed in the buildings by non-school groups.
- F. Food and drink cannot be consumed in the gymnasium without prior approval from an administrator or facilities staff. Water may be used by bench participants during a contest.
- G. The district shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the Lessee shall after a period of seven (7) days from the last usage hereunder, be deemed abandoned and shall become the property of the district.
- H. Lessee agrees to limit the number in attendance to the seating capacity of the bleachers and/or posted room occupancy limits.

#### **VIII. District Pickleball and Tennis Courts**

The Early Childhood Center pickleball courts and Spring Hill High School tennis courts are available for public use.

- A. Lessee agrees to confine all spectators to the grandstand area.
- B. Pickleball and Tennis Courts will be available throughout the year only at specified times as follows and if no school activities are taking place:
  - a. ECC
    - Monday through Sunday from dusk until dawn
  - b. SHHS
    - i. Monday through Friday from 6:00 p.m. until 11:00 p.m.
    - ii. Saturday from 6:00 a.m. until 11:00 p.m.
    - iii. Sunday from 6:00 p.m. until 11:00 p.m.
- C. Restroom facilities will only be available upon request for organizations or groups renting the pickleball or tennis court areas. Lessee will accept the restroom facility in good condition and return the facility in a comparable condition at the end of the season and will be responsible for any maintenance costs during the time of rental.
- D. Courts covered under the Rental Agreement and the immediate surrounding area must be kept free of debris for the duration of the Rental Agreement.
- E. Advertisements and banners will be allowed only under the following stipulations.
  - a. No permanent advertisements or banners will be allowed on school property.
  - b. Temporary advertisements will be allowed for activities and events under the following conditions.

- i. The content and design of the advertisement is approved in advance by the Activities Coordinator.
  - ii. No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
  - iii. Banners and advertisements are immediately removed after the event.
- F. Lessee agrees to advertise and enforce the district's policy with regard to the prohibited use of tobacco, alcohol, or other drugs on district property.
- G. Lessee will assume responsibility for any items left on the field or surrounding areas.
- H. District maintains the right to evaluate courts and suspend use because of weather conditions. The decision to suspend use will be the sole responsibility of the Director of Facilities or designee.

## **IX. District Athletic Fields**

The Spring Hill High School facilities are only available for school related events.

- A. Lessee agrees to confine all spectators to the grandstand area. Only participants are to be on the track or playing fields.
- B. Lessee agrees to limit the number of tickets distributed to the seating capacity of the grandstand area.
- C. No motorized vehicles will be allowed inside the stadium area, including the track and playing field.
- D. Lessee agrees to advertise and enforce the district's policy with regard to the prohibited use of tobacco alcohol, or other drugs in the complex.
- E. Lessee agrees to enforce district posted rules and regulations in the DAC and adjoining parking lots.
- F. When the concession stand is included in the Rental Agreement, Lessee agrees to pay for such personnel costs as determined by the district.
- G. When the press box is included in the Rental Agreement, Lessee agrees to pay for such personnel costs as determined by the district.
- H. Advertisements and banners will be allowed only under the following stipulations.
  - 1. No permanent advertisements or banners will be allowed on school property.
  - 2. Temporary advertisements will be allowed for activities and events like the Dream Factory Football Classic, AAU Track and Field Regional Championships, etc. under the following conditions:
    - a) The content and design of the advertisement is approved in advance by the Activities Coordinator.
    - b) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
    - c) Banners and advertisements are immediately removed after the event.
- I. Custodial and maintenance personnel will be determined by the Director of Facilities on an individual use basis.

## **X. District Baseball/Softball Fields**

The Spring Hill High School facilities are only available for school related events.

- A. The district will negotiate an appropriate fee for high school baseball/softball field use with field maintenance, watering, seeding, and fertilizing being considered as factors.
- B. Baseball/softball field will be available during the summer only at specified times as follows:
  - Monday through Friday from 3:00 p.m. until dark
  - Saturday from 9:00 a.m. until dark
  - Sunday from 12:00 p.m. until dark
- C. Restroom facilities will be available only at the District Activity Center at Spring Hill School District. Lessee will accept the restroom facility in good condition and return the facility in a comparable condition at the end of the season and will be responsible for any maintenance costs during the time of rental.
- D. Fields covered under the Rental Agreement and the immediate surrounding area must be kept free of debris for the duration of the Rental Agreement.
- E. Field dragging, if not included in the Rental Agreement, will be the responsibility of the Lessee and must conform to the stipulations of the district standing court orders, and state and local government.
- F. Lessee will be responsible for all field marking.
- G. Advertisements and banners will be allowed only under the following stipulations.
  - 1. No permanent advertisements or banners will be allowed on school property.
  - 2. Temporary advertisements will be allowed for activities and events like the Dream Factory Football Classic, AAU Track and Field Regional Championship, etc. under the following conditions.
    - a) The content and design of the advertisement is approved in advance by the Activities Coordinator.
    - b) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
    - c) Banners and advertisements are immediately removed after the event.
- H. Lessee agrees to advertise and enforce the district's policy with regard to the prohibited use of tobacco, alcohol, or other drugs on district property.
- I. Lessee will assume responsibility for any items left on the field or surrounding areas.
- J. District maintains the right to evaluate fields and suspend use because of weather conditions. The decision to suspend use will be the sole responsibility of the Director of Facilities or designee.

## **XI. Church and Religious Use**

- A. Churches may rent school facilities for the purpose of holding regular weekend worship services. All rentals for an extended period of time must be approved by the Board of Education during regular meetings.

- B. Lessee shall submit a plan and tentative timeline for building within the Spring Hill attendance area.
- C. Rental Agreement shall be for two (2) years with renewal options for additional years if obvious progress is being made toward acquiring or building at a permanent site.
- D. Lessee must provide evidence of liability insurance in the amount of \$500,000 with Spring Hill School District named as also insured.
- E. Rental Agreement will be for commons and gymnasium space. Additional space may be rented if available and approved by the building principal who has sole discretion in the matter.
- F. No school shall be assigned more than one church. No church shall use more than one school.
- G. Storage of equipment in the school during the week must be approved by the building principal and the Director of Facilities be included in the Rental Agreement.
- H. Lessee agrees to limit the number of people in attendance to the seating capacity of the area being used.
- I. Churches may rent facilities for weekdays use under the same stipulations as regular periodic rental in Category D.

**XII. Special Use Requests**

Fees for any special requests not covered by the fee schedule will be determined by the Director of Facilities.

## Facility Use Fee Categories

All district facilities are available to rent, upon request, if you or your organization falls under one of the following categories below. The only exception is that the Spring Hill High School athletic area rentals are limited to Category "A", Category "B", and for Spring Hill High School coaches' summer camps for Spring Hill students. Below are guidelines for each category that give a basic description, application, and examples for who might fall under that particular category. If there are any questions about which category you or your organization may fall under, please contact Brooke Sandberg at [sandbergb@usd230.org](mailto:sandbergb@usd230.org).

### Category "A" No Rental Fee Assessed

School curricular programs and school sponsored programs, should be permitted use of district facilities without payment of a rental fee. Additional charges for custodial and other personnel may be assessed if such personnel's normal work schedule is altered due to the activity.

Applies to:

- Regular curricular programs of the district.
- School sponsored student activities and organizations are free and open to all participants/spectators approved by the building principal.
- District-sanctioned events ratified by the Board of Education.
- School-affiliated organizations whose use is approved by the principal and where no fees are assessed nor donations requested of participants. National, state, local governmental elections and meetings.
- District sanctioned in-service or other offerings free to district personnel.
- Such use by district employees groups as may be provided for within specific personnel policies.
- Examples: Faculty staff meetings, PTO meetings, other recognized school related parent group meetings, and recognized school related community group meetings (e.g., budget hearings)

### Category "B" Nominal Fee May Be Assessed

Activities sponsored by the Spring Hill community or school and community, and public functions of governmental agencies, and non-recreational nature, should be permitted use of district facilities, and may be asked to pay a nominal fee for such use. The nominal fee is intended to recover direct district costs associated with scheduling and setup for such use. As such activities are outside the regular curricular program, there may be time and day restrictions for such use. Additional charges for custodial and other personnel will be assessed if such personnel's normal work schedule is altered to assist the activity.

Applies to:

- Spring Hill School District community and not-for-profit groups that DO NOT charge a fee for participants, but may assess nominal dues to members, and where such activities are open to the public and not of a fundraising nature.
- Business partners of specific Spring Hill schools.
- School personnel sponsored youth groups where instructors or supervisors receive NO PAYMENT for their involvement in the activity, and where fees, if any, provide only for direct non-personnel costs, such as nominal fees for materials.
- Spring Hill School District school and/or community-wide fund raising events of PTO and other organizations involving school and/or community volunteers where funds derived from the fund raiser directly benefit the educational program. Fundraisers may include carnivals, plant sales, bake sales or similar events, but do not include training, enrichment, or activity program sponsorship.
- Examples: Spring Hill Alumni Association, Community Choir, Scout pack/den meetings (not banquets, etc.), and summer athletic and cheerleading clinics as allowed by the KSHSAA.

### **Category "C" Community Rate - Youth**

Activities for Spring Hill School District youth through grade 12, sponsored by not-for-profit organizations, should be permitted to rent the facilities of the district. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity. Use category D, if any adults are direct participants in the scheduled activity.

Applies to:

- Youth activities where instructors or supervisors may receive payment for their involvement in the activity, and/or where fees are assessed or donations are requested of participants and/or spectators. Examples include educational and/or recreational offerings for youth.
- Preschool, Before and/or After School Child Care, and similar enrichment type programs involving youth from within the district including district/school run operations.
- Exceptions will be made for Spring Hill High School Coaches to use Spring Hill High School athletic areas for summer camps that involve Spring Hill School students.
- Examples: Scout banquets, daughter/father activities, non-school related camps in which Spring Hill School District coaches are privately compensated, youth activities of Spring Hill Recreation Commission, YMCA, or any other youth organization that has a minimum of 50% participation of Spring Hill School District residents.

### **Category "D" Community Rate - Adults**

Spring Hill School District not-for-profit or Spring Hill School District community groups sponsoring activities for adults should be permitted to rent the facilities of the district. This includes Spring Hill Recreation Association and park and recreation district sponsoring adult activities. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity.



Applies to:

- Spring Hill Recreation Association's sponsored activities for adults.
- Parks and recreation district sponsored activities for adults.
- Colleges and Universities offering classes and charging tuition, including inservice not requested by the district.
- Church services and other activities sponsored by religious organizations.
- Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of the participants and/or spectators.
- Spring Hill School District adult recreation groups.
- Examples: Adult activities of Spring Hill Recreation Commission, Johnson County Community College, various churches, political party and caucus meetings, homeowners association meetings, neighborhood watch meetings.

### **Category "E" Commercial Rate**

Commercial users (an event and/or activity subject to normal taxation as per IRS guidelines), private users, or noncommunity, or non-school groups or individuals may rent the facilities of the district when such use is compatible with school activities or policies. These rental fees, which always include additional custodial and other personnel costs, are greater than all other categories and are generally competitive with the private sector.

Applies to:

- For profit organizations or individuals.
- Not-for-profit organizations outside of the Spring Hill School District.
- Any individual, organization, group, or other potential lessee not specifically addressed in any other category, will be treated as a Category E activity.
- Out of District for profit will not be considered.
- Examples: Weight Watchers, Jazzercise, craft shows, corporate meetings, Amway meetings.
- District employed athletic coaches who decide to retain all income from summer camps will be allowed to utilize the district athletic area for summer camps. The district employed athletic coaches must follow the guidelines set forth in the Coaches Summer Camp Facility Use Document.

## Facility Use Fee Schedule

Category	A	B	C	D	E
Facility					
All Spring Hill Elementary & Middle School classrooms	N/A	N/A	\$8/hour	\$12/hour	\$16/hour
Elementary Commons/Cafeterias	No Charge	No Charge	\$12/hour	\$18/hour	\$24/hour
Middle Commons/Cafeterias	No Charge	No Charge	\$17/hour	\$25.50/hour	\$34/hour
Spring Hill High School Commons/Cafeteria	No Charge	No Charge	Not Available	Not Available	Not Available
Middle School Multipurpose Room	No Charge	No Charge	\$15/hr	\$21/hr	\$28/hr
Elementary Gymnasiums	No Charge	No Charge	\$15/hour	\$21/hour	\$28/hour
Middle School Gymnasiums	No Charge	No Charge	\$20/hour	\$30/hour	\$40/hour
Spring Hill High School Aux. Gymnasium	No Charge	No Charge	Not Available	Not Available	Not Available
Spring Hill High School Main Gymnasium	No Charge	No Charge	Not Available	Not Available	Not Available
Middle School Wrestling Rooms	No Charge	No Charge	Not Available	Not Available	Not Available
Spring Hill High School Wrestling Room	No Charge	No Charge	Not Available	Not Available	Not Available
Middle School Performing Arts Centers	No Charge	No Charge	\$30/hour	\$45/hour	\$60/hour
Spring Hill High School Performing Arts Center	No Charge	No Charge	Not Available	Not Available	Not Available
SHES Soccer Fields	No Charge	No Charge	\$2.50/hour	\$2.50/hour	\$5/hour

Middle School Football Fields	No Charge	No Charge	\$25/hour	\$30/hour	\$35/hour
Middle School Track No Equipment	No Charge	No Charge	\$30/hour	\$40/hour	\$50/hour
Middle School Track No Equipment w/spectators	No Charge	No Charge	\$40/hour	\$50/hour	\$60/hour
District Activity Complex	No Charge	No Charge	Not Available	Not Available	Not Available
District Activity Complex Lights (per field)	No Charge	No Charge	Not Available	Not Available	Not Available
District Activity Complex – with spectators	No Charge	No Charge	Not Available	Not Available	Not Available
Press box (P.A. & scoreboard included)	No Charge	No Charge	Not Available	Not Available	Not Available
Concession stand	No Charge	No Charge	Not Available	Not Available	Not Available
Spring Hill High School Tennis Courts	No Charge	No Charge	\$10/hour	\$15/hour	\$20/hour
Early Childhood Center Pickleball Courts	No Charge	No Charge	\$10/hour	\$15/hour	\$20/hour

### Personnel

Custodian	No Charge	No Charge	\$35/hour	\$35/hour	\$35/hour
Food Service Workers	No Charge	No Charge	\$35/hour	\$35/hour	\$35/hour
Performing Arts Supervisor/Technician	No Charge	No Charge	\$45/hour	\$45/hour	\$45/hour
Technical Staff	No Charge	No Charge	\$35/hour	\$35/hour	\$35/hour
Snow Removal/Ice Treatment	No Charge	No Charge	\$95/hour	\$95/hour	\$95/hour

### Equipment - if available

Piano per location	No Charge	No Charge	\$50/setup	\$50/setup	\$50/setup
Stage lighting design (movement of fixtures)	No Charge	No Charge	\$40/hour	\$40/hour	\$40/hour
Sound equipment (per use)	No Charge	No Charge	\$10/use	\$10/use	\$10/use
Audiovisual equipment, computers, and peripherals (per item)	No Charge	No Charge	\$10/use	\$10/use	\$10/use

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