

 <p><b>POLICY REGULATION</b></p>	REGULATION TITLE: Community Use of School Facilities
	CODE: KF - R
	LEAD DEPARTMENT: Engineering, Facilities and Planning Services

Arizona Revised Statute §15-1105 allows for the Governing Board to lease school buildings and charge a reasonable fee or in-kind payment for their use. District sites will be used in the following order of priority: Regular K-12 Instructional Programs, Interscholastic Activities (including Athletics, Music, Drama, and Speech), District sponsored activities, groups and organizations with formal Intergovernmental Agreements, school community affiliated groups and organizations, and individuals, groups, public and private organizations.

To protect the school, the District and site councils, all activities held in TUSD facilities must be insured for liability. Only activities sponsored by the TUSD Governing Board will be covered by District liability. Due to the nature of certain activities held in conjunction with outside organizations, District personnel wishing to host or sponsor an activity that might require additional coverage must receive authorization from the TUSD Director of Risk Management. District employees who step outside of the normal scope of their employment or open facilities to activities that are not District sponsored may be assuming personal liability for the activity. All workers' compensation claims will be denied and liability will be transferred to the person who organized the unauthorized event. All other activities must secure a Rental Agreement and provide insurance coverage as normally stated under District Board Policy KF.

The District reserves the right to rent facilities that may not be in full compliance for public use or when the renter has special requirements the District cannot reasonably accommodate.

Fees are listed in the Rental Rate Schedule Exhibit KF-E. TUSD has extended special rates to certain groups that directly serve TUSD students and their community. The following is a list of groups that have been given special rates due to the nature of their rentals.

**Intergovernmental Agreements:**

Some uses of TUSD facilities are detailed in Governing Board authorized Intergovernmental Agreements (IGA). Logistics for these agreements are handled by the Engineering, Facilities and Planning Rental office.

**Direct Service Groups:**

These groups provide direct services to the schools and students and are not charged for use of the facilities.

- Booster Clubs (as required by Board Policy KJA)
- District's Labor Bargaining Groups

- Educational Enrichment Foundation
- Parent/Teacher Organizations (Rental agreement and insurance coverage is required for social events. Employee overtime will be charged if activity is out of normal working hours.)
- Pima County Adult Education Program
- Pima County Community Resources/Summer Youth employment
- Tucson Urban League
- Tucson Youth Development – SER – Jobs for Progress
- Organizations that provide professional development exclusively to TUSD employees.

### **Community Youth Programs:**

The Community Youth Programs are organizations solely committed to youth programs. They are not charged for regular meetings and one yearly organizational meeting. Community Youth groups are asked to pay a utility and supply fee per hour (see Rental Chart Exhibit KF-E per location) for any special meetings such as banquets, derbies, potluck dinners, special fund raising events, carnivals, leader group meetings, investiture, ceremonies, sporting events and other competition events. Employee overtime will be charged if activity is outside the normal operation hours.

### **Examples of youth programs are:**

- Scouts
- 4H Club
- Campfire
- School Sponsored Clubs (Chess, Bicycling, Spanish)

### **Elections**

- City of Tucson: \$10 per hour for Energy Fee and two hours overtime per site per day.
- Pima County: Community rate for renting a multi-purpose room or classroom depending on their need.

### **Child Care Programs:**

The following agencies provide child care and after-school programs that parents pay a fee for their child (ran) to attend. These programs will be charged a utility and supply fee per hour (see Rental Chart Exhibit KF-E per location). Employee overtime will be charged if activity is outside the normal operation hours.

- Child and Family Resources
- YMCA Child Care Programs
- YMCA Youth Programs

### **Neighborhood Services:**

The following groups are not charged for meetings held in the community's interest if held during normal operation hours. If building must be opened exclusively for the event, the organization will be charged a utility and supply fee per hour (see Rental

Chart KF-E per location) (i.e., weekends, holidays, spring, winter or summer recesses). Employee overtime will be charged if activity is outside the normal operation hours.

- Neighborhood Resources:
  - Neighborhood Assn.
  - Town Hall
  - Ward meetings
  - Department of Transportation meetings
- Law Enforcements Agencies:
  - Crime prevention
  - Neighborhood meetings

**College Testing:**

ACT and SAT testing \$35 per hour for use of high school cafeteria on a Saturday.

**Youth League Rates:**

Leagues with rental agreements are allowed one building use for an organizational meeting per school year with a utility and supply fee per hour (see Rental Chart Exhibit KF-E per location).

- Football Leagues
- Soccer Leagues
- Tennis Leagues
- Little League
- Softball League

**Emergency and Crisis Services:**

Overtime and out of pocket expenses will be negotiated at time of use. Examples of emergency services organizations are:

- FEMA
- National/State Park Services
- Red Cross
- Homeland Security

**Community Rates:**

Examples of groups that will qualify under Community rates. Rental Rate Schedule is found in Exhibit KF-E.

- Churches
- Charity groups for fund raisers
- Civil clubs
- Social groups
- Individuals in community for wedding receptions, funerals, anniversary celebrations, etc.
- Non-profit Community

- Homeowners Associations (does not include meetings arranged through commercial companies)
- Community Colleges and Universities

**Commercial Rates:**

Facilities used by individuals or organizations for financial gain. Examples of Commercial groups are:

- Private entertainment booking organizations
- Film Production Companies
- Credit Unions
- Utilities
- Contractor, property and land development businesses

**Special Requirements:**

Use of kitchen facilities in schools requires the employment of a District Food Service employee. Those arrangements are made on a separate basis with the Director of Food Services.

**Utility Fees Assessment:**

Utility fees include electricity, natural gas, water, and refuse. Calculations were based on District cost per square foot for calendar year 2007, which is \$0.002/SqFt per hour. Utility fees are included in calculations.

Note: The Arizona School Board Association estimates energy costs to be \$0.015/SqFt per hour. If such a calculation would have been used, costs would be 10% to 15% higher depending on area rented.

**Distribution of Income from Rentals:**

In accordance with A.R.S. §15-1105, a “Civic Center School Fund” account shall be established with the County Treasurer. Monies collected or derived from use of school facilities shall be deposited in this fund and may be expended from Civic Center School purposes as defined in Arizona Revised Statutes. The Chief Executive Officer of the District shall monitor this account.

Revenue from Rentals will be distributed as follows: After direct expenses for utilities (energy), rentals and operations of the Clothing Bank are covered, the remaining revenues will be divided with one-third retained for central services, and two-thirds to the site that generated the funds. (The site shall cover staff salaried expenses.)

A committee shall be appointed by the Executive Director of Engineering, Facilities and Planning Services to review this regulation each April and make recommendations to the superintendent for procedural changes and inflationary adjustment to fee schedules for the following fiscal year.

The Governing Board according to Arizona Revised Statue must approve this regulation.

Adopted: August 16, 1960  
 Revised: December 17, 1963  
 Revised: February 16, 1971

Reviewed: February 21, 1995  
Revised: May 13, 2003  
Revised: October 2, 2003 (pursuant to Sept. 9, 2003 Board Meeting)  
Revised: May 11, 2004 (Lead Dept. corrected 10-6-04)  
Reviewed & Approved: April 12, 2005  
Reviewed & Approved: June 27, 2006  
Revised & Approved: September 11, 2007 (Lead Dept. Correct 7-3-2006)  
Revised & Approved: June 10, 2008  
Reviewed with No Changes: December 9, 2008 (Corrected review date only 3-27-12)

**Legal Reference:** Arizona Revised Statute §15-1105. Civic Center School Fund;  
Reversion To School Plant Fund; Definition

**Future Cross Reference:** Governing Board Policy JJE, Fund Raising; KJA Relations  
with Booster Organizations; EDC, Authorized Use Of School – Owned Materials and  
Equipment

**Replaces TUSD regulation # 1310 Rental of District Facilities and Equipment**