

<b>Millwood Public Schools</b> <b>6724 Martin L. King</b> <b>Oklahoma City, OK 73111</b>	<b>Effective: 2-1-99</b>	<b>Policy: E-07-R2</b>
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**Use of School Property**

Persons who wish to use district-owned property must obtain from the district office the necessary application forms. Application must be submitted at least one week in advanced. Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to Millwood Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular school work.

Persons or organizations using school properties that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted. Intoxicants or narcotics shall not be used in or on school property; nor shall profane language, quarreling, fighting and/or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace; constitute subversive doctrine or seditious utterances; or agitate for changes in

our form of government or social order by violence or unlawful methods.

Juvenile organizations must have adult sponsorship and supervision. The person or group receiving the permit shall be responsible in case of loss or damage. No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must pay for custodian's time, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate.

All functions must close by 12:00 a.m. unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility or transportation equipment.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

#### DURING SCHOOL HOURS:

School building, property, or equipment may be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent or designee must be obtained. The building custodian and member of the faculty must be present at the school.

#### DURING NON-SCHOOL HOURS:

School buildings, property, or equipment may be made available to student(s) or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

#### SCHEDULE OF FEES, RATES, AND CHARGES:

Gyms - Rates range from \$150.00 to \$200.00. Custodial service will be made available at \$12.50 per hour per custodian.

Cafeterias - Rates range from \$125.00 to \$200.00 without Kitchen. If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of \$12.00 per hour. Custodial service will be available at \$12.50 per hour.

Classrooms - \$10.00 per hour per room (minimum rental of 3 hours).

Other buildings, property, or equipment may be available for use as described above at the discretion of the Board of Education.

School buses - \$100 per day.