

## **7.10 – USE OF BUILDINGS AND GROUNDS/FACILITIES**

### **General Policy**

The Board of Education has general control of all school buildings and other property belonging to the school district. The Board delegates this control to the Superintendent, Athletic Director, and building principals.

- a. The building principal has charge of the buildings during the academic day and first priority for their use will be for school groups and purposes. Rental or use of all district gymnasiums, practice fields, and game fields will be approved and monitored by the Athletic Director. Rental or use of building cafeterias, libraries, elementary physical education gymnasium/classrooms, and other related areas will be approved and monitored by building principals. First priority for facility use will be given to Benton School District teams and activities.
- b. The Board of Directors of the Benton School District reserves the right to give the Superintendent and administrative personnel the authority to deny or revoke the use of the below facilities if they deem the proposed function will be dangerous or damaging to the facility and its furniture or may cause an uncontrollable crowd situation and would not serve the best interests of the school and community. The use of alcoholic beverages and other controlled drug substances are forbidden at any function in these facilities. The use of any tobacco products in school facilities or on school property is prohibited. Firearms of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120.
- c. Any scheduled function must not interfere with the daily academic schedule or school routines.
- d. The facility rental fees and a \$250.00 deposit will be payable in advance at the Central Administration Office at least one week before the function is scheduled. In addition to the regular fees and costs, the user of the school facilities will be held liable for all damages to school facilities that occur during the scheduled activity or function. The District shall also require any non-school related group using a district facility to purchase sufficient general liability insurance to cover the damage to, or the cost to entirely replace the structure(s) and furnishing(s), if necessary due to the loss of, or damage to, District property.
- e. The Board of Directors of the Benton School District grants permission to the administration to waive fees for previously approved entities that directly benefit the students of the Benton Public Schools and to make the determination of waiving fees on other requests.
- f. The Board of Directors of the Benton School District reserves the right to waive fees for entities per their discretion. All requests for waiver of fees are to be submitted in writing to the superintendent's office at least 30 days in advance of the event. Once this request is received, a committee made up of the Superintendent's designee, the Plant Manager, the Business Manager, the Athletic Director, and the principal of the facility being rented

shall convene to hear the request. The decision made by the committee will be delivered to the Superintendent, who will contact the requesting entity in writing of the committee's decision.

- g. The cafeteria kitchens (if used) must be supervised by the cafeteria supervisor or someone designated by the supervisor. Cafeterias used by local groups where catering is necessary will be charged additionally to the building fee at the current rate of cafeteria personnel involved.
- h. Adequate security must be provided for all events. Organizations may be required to provide at their expense, uniformed security personnel for certain events. Uniformed security shall consist of off-duty certified police officers from the Benton Police Department or the Saline County Sheriff's Department.
- i. The Benton School District reserves the right to operate all concession stands at all events.
- j. Benton School District student activity groups may use school facilities without rental fees. However, depending on the length of use, or number of participants, certain groups or departments may be required to pay the cost of custodial services.
- k. Students or adults without proper authorization will be considered trespassers if found within a school building. Loitering after hours without authorization is also considered by the School Board as trespassing on school property.
- l. Vehicles driven or parked on school grounds must park on designated roadways and parking areas. No vehicle will be allowed to be driven or parked on school playgrounds or athletic areas at any time.
- m. The individual and/or group renting the facilities will assume all responsibilities and liabilities during the time of facility rental.
- n. Appropriate footwear is required of all participants using any athletic facility. The Athletic Director should be consulted prior to the event.

### **School Facility Fees**

Rental fees for the facilities listed below are as follows:

#### **Benton Middle School Gym**

\$200.00 fee for up to 4 hours, \$30.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours).

#### **Benton Junior High Gym**

\$200.00 fee for up to 4 hours, \$30.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours).

### **Cook Field House**

\$300.00 fee for up to 4 hours, \$40.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours).

### **Benton High School Arena**

Used for school functions only. Any other requests will be taken up as a special case. \$400 fee for up to 4 hours, and \$60.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours.)

### **Baseball or Softball Stadium**

\$200.00 fee with no lights required for up to 4 hours and \$30.00 for each additional hour. \$400.00 fee with lights for up to 4 hours and \$60.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours).

### **Elementary Physical Education Gymnasiums/Classrooms**

Used for school functions only. Any other requests will be taken up as a special case. \$400.00 fee for up to 4 hours and \$60.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours).

### **Track/Soccer Field**

Used for school functions and public access times only. Any other requests will be taken up as a special case. \$400.00 fee for up to 4 hours and \$60.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision \$40.00 per hour (minimum of 3 hours).

Daily public use hours are from 5:30 a.m. through 11:00 p.m. daily. Benton School District teams and use for Benton School District activities have first priority.

During the school year an athletic usage window from 1:00 p.m. through 4:30 p.m. will be in effect during school days. Other Benton School District teams and groups may establish a practice window during their competitive season.

Use of the Soccer Field by non-district area teams for practice during public use hours will be on a first-come first-served basis.

**If scoreboard or sound operators are needed for athletic facility usage, they will be charged at the current rate.**

### **Gym Practice Rental**

Consideration for rental of school gyms (Cook Field House and BMS) for practice shall only be made for residents or businesses located within the physical borders of Benton School District. Fees: \$25.00 per hour and a \$250.00 deposit.

### **Benton Athletic Complex Indoor Practice Facility**

Consideration for rental of the Indoor Practice Field shall only be made for residents or businesses within the physical borders of Benton School District. Fees: \$75.00 per hour, \$40.00 per hour supervision and a \$250.00 deposit.

Rental is for field area only.

### **Cafeterias**

Elementary - \$125.00

Secondary - \$150.00

If banquets are conducted and meals prepared by Benton School Food Service for outside groups, the cost of the meal will be predetermined between Coordinator of Child Nutrition Services and renter.

### **Butler Auditorium**

\$400.00 for up to 4 hours, \$75.00 each additional hour.

### **Benton High School Amphitheater**

\$200 fee for up to 4 hours, \$30.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision or technology support \$40.00 per hour (minimum of 3 hours).

100 Maximum Occupancy

Absolutely NO drinks or foods will be allowed in this facility!

### **Professional Development Center**

\$300 fee for up to 4 hours, \$40.00 for each additional hour. Custodian \$20.00 per hour (minimum of 3 hours). Supervision or technology support \$40.00 per hour (minimum of 3 hours).

The above facility rental fees will be doubled when used by an organization for promotion of products, profits, hat passing, fund raising, or charged admission.

### **Girl Scouts, Brownies, Boy Scouts and Cub Scouts**

Due to the long standing history and past precedent of local Girl Scout, Brownie, Boy Scout and Cub Scout troops utilizing district elementary school cafeterias for meetings, the following process will be in effect for their continued utilization:

**There will be no charge for any scheduled meetings during the school calendar year at administratively designated campuses between 3:30 p.m. and 5:30 p.m. Meetings held after allowed hours and on weekends will require a fee for utilization.**

Meetings scheduled or lasting past 5:30 p.m. will be charged a fee at the rate of \$20.00 per hour minimum. This rate will be billed in 15 minute increments after the first hour. (Example, 1:00-1:15= \$25.00, 1:15-1:30= \$30.00, 1:30-1:45=\$35.00) *This exception for*

*a fee waiver or fee reduction applies only to meetings and does not include banquets, fundraisers, etc.*

The custodian assigned to any meetings after 5:30 p.m. will ensure the troop leader fills out, signs and dates a facility usage form. The custodian turns the form into the building principal. The building principal will initial or sign off on the form and forward to the accounting office for billing/payment.

Legal References:   A.C.A. § 6-21-101  
                          A.C.A. § 5-73-120  
                          Arkansas Constitution Article 14, § 2

Date Adopted: 06/09/2008

Last Revised: 02/18/2014