

6.6 -- USE OF SCHOOL FACILITIES

It is the policy of the Board of Education that the Van Buren School District facilities may be used by citizens of the District to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work and proper protection is afforded the district against the potential costs of such use.

The District shall establish a fee schedule for the school facilities the District intends to make available for public use. The fee schedule shall be individualized for each school facility and shall be based at a rate that allows the District to reclaim the actual costs incurred by the District from the use of the facility.

Organizations or groups using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs, alcohol or intoxicants 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. Persons with a valid conceal carry license must leave their firearm in a locked vehicle at all times while on Van Buren School District property.

Further, the renting group will agree that no immoral or illegal activity will take place on/in the premises. No meeting will be held in a school building for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Arkansas or the United States or for any other purpose that may be detrimental or destructive to the buildings, fixtures, furniture, or property.

The Board of Education or designee reserves the right to refuse approval or to cancel any and all agreements issued for the use of school district property when it is deemed that such action is necessary for the best interests of the district. Board of Education policies and regulations, which govern school use of facilities, will, when applicable, also govern community use of school district facilities.

Group Type	Rent	Custodial	Supervision
Group 1 – VBSD Official Activities: ballgames, concerts, plays, faculty meeting, etc.	None	Paid by the district	Paid by the district
Group 2 – VBSD Affiliated: PTA’s, booster clubs, school employees, project grad., class reunions, etc.	None	Group pays	Group pays
Group 3 – Community Non-Profit: boys & girls club, community sports, civic groups, charitable organizations, scouts, etc.	None	Group pays	Group pays
Group 4 – Private use Not for Profit: churches, pageants, fundraisers, political events, family reunions, etc.	Yes	Renter pays	Renter pays
Group 5 – For Profit Groups	Yes	Renter pays	Renter pays

Group 4 Private use Not for Profit – Cafeterias, VBHS Commons Area, Gyms \$75.00 per hour; Fine Arts Center \$90.00 per hour.

Group 5 For Profit – Cafeterias, VBHS Commons Area, Gyms \$100.00 per hour; Fine Arts Center \$130.00 per hour.

Administrative discretion may be allowed to determine group type when (1) an event is an indirect extension of the Van Buren School District, and (2) the event’s primary purpose is to provide enrichment opportunities for students within the zone of the district.

School facilities made available for public use must have a school district employee present the entire time the facility is in use. Supervision fees are \$50.00 per hour.

If use of a school kitchen is needed an additional \$25.00 per hour is required. A school cafeteria employee must be present anytime the kitchen is being used at a rate of 1.75 times the highest paid hourly rate of the appropriate non-exempt staff position set in the District's salary schedule. The Food Service Director has complete discretion in determining the need for kitchen staff and services. Contact: Tessa Clemmons, Child Nutrition Director, at (479)474-4736; email: tessa.clemmons@vbsd.us

The building principal and/or custodial supervisor has complete discretion in determining the need for custodial services. Custodial fees are at a rate of 1.75 times the highest paid hourly rate of the appropriate non-exempt staff position set in the District's salary schedule.

For rental of the Fine Arts Center, a supervision crew will be assigned as needed by the Fine Arts Director. You must complete a Fine Arts Center contract as well. Fine Arts Center employee fees are at a rate of 1.75 times the highest paid hourly rate of the appropriate non-exempt staff position set in the District's salary schedule. Contact: Dustin McRoberts, Fine Arts Center Director, at (479)471-4017; email: dustin.mcroberts@vbsd.us

The Van Buren School District reserves the right to not rent a facility if school district personnel cannot be secured to work a group or organization event.

When utilizing an outdoor space of the Van Buren School District, use of the school district's water and/or electricity will require a fee of \$25.00. If an excessive amount of water is needed, other means will need to be acquired by the group or organization. Outside organizations who use outdoor spaces shall be responsible for providing any necessary portable toilets. Bathrooms in school buildings will only be available to organizations using outdoor spaces if the organization agrees to pay for the use of the necessary, segregatable and able to be made secure portion of the building in addition to the outside space. If the portion of the building containing restrooms cannot be segregated and/or made secure, both the outdoor and indoor space must be rented and insured against loss or accident.

The District reserves the right to require armed security for any event it deems necessary. Security personnel will be arranged through local law enforcement and approved by the District. The costs for security will be the sole responsibility of the renting group or organization.

Rental fees must be paid in advance, except Fine Arts Center 15% is due once event is approved, to 2221 Pointer Trail East, Van Buren, AR at the Administration Building, see Lori Trentham, Business Manager, *do not mail*. A 24 hour cancellation notice is required for refund of rental fees.

Groups 4 and 5: The Van Buren School District requires renters to provide proof of having at least a five hundred thousand (\$500,000) liability insurance policy. If renting the Fine Arts Center, proof of at least one million dollar (\$1,000,000) liability insurance policy is required. Policies must show the Van Buren School District as an additional insured during the time of the planned use of the facility. Failure to have the required liability insurance secured one week (7 days) prior to event will result in the cancellation of the event.

The administration and committee shall have the right to grant reciprocity in the use of school facilities.

For profit groups may not use school facilities on a regular basis and are allowed a maximum of two (2) events per school year (July 1-June 30).

The District shall not rent facilities or provide use of district owned properties to other public, private, charter and/or virtual school systems.

Approved by Board of Education 08/14/84
Amended by Board of Education 05/14/24

6.6F1 – USE OF FACILITIES FORM

**Van Buren School District Rental Application
Print or type form**

Date of Application: _____

Organization/Individual requesting facility: _____

Organization/Individual Contact Person: _____ Phone Number: _____

Email address: _____

Facility Requested: _____

If Fine Arts Center is requested, a separate contract and fees will need to be completed with Dustin McRoberts, Fine Arts Director.

Purpose of activity/event: _____

Special Requirements: _____

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Facility Fee (Non-Profit \$75 per hour; For-Profit \$100 per hour): \$ _____ Kitchen Fee (\$25 per hour): \$ _____

District Supervisor Fee (\$50 per hour per supervisor): \$ _____

Custodial Staff Fee (1.75 times highest paid hourly rate per staff): \$ _____

Kitchen Staff Fee (1.75 times highest paid hourly rate per staff): \$ _____

Security Staff (responsibility of renter, must be approved by District): _____

Total Due: \$ _____

Please make checks payable to the Van Buren School District

Renter's Assurance:

I, _____, agree to be financially responsible for the facility while in use for the above described event. I will further hold Van Buren School District and its Board of Education harmless for any loss to personal property or injury. By signing this form, I also agree to the terms and conditions stated on the VBSD Use of Facilities policy.

School Employee Supervision Assurance:

I, _____, as an employee of the Van Buren School District, agree to be present during the entire time of the above described event.

OFFICIAL APPROVAL:

Approved by building administrator: _____ Date: _____

Approved by district administrator: _____ Date: _____