

**RICHARDS R-V SCHOOL DISTRICT
FACILITY USE GUIDELINES
GYMNASIUMS
JUNE 30, 2020**

POLICY KG

A. EMPLOYEE; SCHOOL BOARD MEMBER(S)

- Maximum number of individuals permitted in the facility is 20 including the coach.
- Contact the athletic director, Superintendent or superintendent at *any time prior* to use to see if the facility is available at the time you are requesting to use it if it is only for the aforementioned individuals and their family members.
- If you are going to be using the facility for a group you will need to have your activity put on the calendar at *least 7 days* in advance so that all paperwork is in order for insurance.
- The employee must be responsible for cleanup, lockup and they must be in attendance for the duration of any event where they have made a request to use the facility.
- All fees will be waived.
- All equipment needed must be provided by the person responsible including thermometers.
- Temperatures must be taken and recorded by the person responsible for us of the gymnasium and those need to be kept on file by the person in charge. Anyone with a temperature of 100.4 or higher will not be permitted to stay on district premises.

B. NON-EMPLOYEE / PATRON

- Maximum number of individuals permitted in the facility is 20 including the coach.
- Request that their name be put on the calendar at least 7 days in advance of the time they want to reserve the gym or facility with the Superintendent so all paperwork is in order.
- Athletic Director, Superintendent or Superintendent must be able to find an individual willing to open and close the facility before and after the activity.
- Patron who assumes responsibility must be in charge of cleanup and they must be in attendance for the duration of the event.
- All equipment needed must be provided by the person responsible including thermometers.
- Fill out a Facility Use Request Form.
- Provide an affidavit of liability insurance or sign a waiver of liability.

- FEES
 - \$25 per hour
 - *Free for youth practices only if:*
 - *staff is in the building (such as an evening when custodians are working).*
 - *the majority of the students on the team are Richards patrons.*
 - *the coach is a volunteer.*
- Temperatures must be taken and recorded by the person responsible for us of the gymnasium and those need to be kept on file by the person in charge. Anyone with a temperature of 100.4 or higher will not be permitted to stay on district premises.

C. GROUP USE OF THE GYM FOR A GAME / TOURNAMENT / BANQUET / FUNDRAISER

- Maximum number of individuals permitted in the facility is 20 unless sponsored by the school or by a school group created to support the district.
- Request that their name be put on the calendar at least 7 days in advance of the time they want to reserve the gym with the superintendent so all paperwork is in order.
- Superintendent must be able to find an employee willing to open and close the facility before and after the activity.
- Fill out a Facility Use Request Form.
- Provide an affidavit of liability insurance or sign a waiver of liability.
- All equipment needed must be provided by the person responsible including thermometers.
- FEES
 - \$25 per hour for usage / 2 hour maximum
- Temperatures must be taken and recorded by the person responsible for use of the gymnasium and those need to be kept on file by the person in charge. Anyone with a temperature of 100.4 or higher will not be permitted to stay on the district premises.