

Guidelines for Facility Usage by Non-School Groups

Table of Contents

General Guidelines..... 1

Restrictions 3

Priorities..... 5

Grounds..... 6

Use of Equipment 7

Use of Administration Buildings..... 7

Procedure for District Facility Use Request (CCF-410)..... 7

Charges for Use of District Facilities 8

Responsibilities of Group 10

Responsibilities of Site Administrator or Designated Administrator 11

Responsibilities of Custodian or Designated District Employee 12

Responsibilities of Accounting Department 13

Responsibilities of Police Services Department..... 14

General Guidelines

A. Primary Use

The primary use of all resources of the Clark County School District shall be for the support of the basic instructional program. The District administration reserves the right to revoke any permit immediately, if the need arises. Notice shall be given, in writing, to the group which filed the initial request as soon as possible. The individual ultimately responsible for the use and care of all District facilities is the site administrator. In order to fulfill that responsibility, the site administrator or designated administrator decides initial approval or denial of each application for facility use, based on the description of the activity, the availability of the facilities requested, and the availability of qualified District employees who will accept the responsibility for the duties to oversee the facility during the activity.

B. Other Uses

All use of District property is subject to all sections of this regulation unless:

1. The use is for a program funded by the District with revenue/expenses accounted for by the Business and Finance Division.
2. The use is subject to interagency agreements between the District and other public agencies. Such agreements shall be subject to the requirements of Chapter 277 of the Nevada Revised Statutes.
3. The use is subject to agreements between the District and other private/public agencies. Such agreements shall be subject to approval by the Superintendent or designee.
4. The outside group is a professional educational association who may utilize District facilities at no cost when activities include District administrative, teaching, or support staff; participants are not charged for attending; and when approved by the Superintendent or designee.

C. Indemnification

Any group, agency, or organization (group) using District property shall hold harmless and indemnify the District, the Board of School Trustees, the individual members thereof, and/or all District employees for any and all losses, damages, harm, liability, cost, or expense, financial or otherwise, resulting or arising from, during, or as a result of any negligent or intentional action or inaction, error, and/or omission of its group members, agents, employees and/or volunteers in the use of a District facility or in their direction of District employees. In addition, the group, agency, or organization (group) shall defend the District, the Board of School Trustees, the

individual members thereof, and/or all District employees and assume all costs, expenses, and liabilities of any nature to which the District may be subjected as a result of any claim, demand, action, or cause of action arising out of the use of a District facility by any group, agency, or organization (group).

D. Insurance Coverage

The group, agency, or organization (group) shall be responsible for maintaining insurance coverage in force for the life of the agreement. The insurance company must be licensed to write such insurance in the state of Nevada. The coverage required will be, at a minimum, General Liability Insurance including bodily injury, personal injury, and property damage with limits of at least \$1,000,000 per occurrence. Clark County School District, with the address of the Risk Management Department, must be named on the policy as an additional insured. The group, agency, or organization (group) must provide the site administrator or designee with certificate(s) of insurance and additional insured endorsement, verifying coverage, at the time of application. The insurance carrier shall give the District a thirty-(30) day written advance notice of any termination, expiration, and any and all changes in coverage. Deductible and self-insurance retention shall be declared in the certificate(s) of insurance. The liability insurance may be provided under primary policies or by a combination of primary and excess policies. The Risk Management Department will be the final authority in determining if insurance coverage is adequate.

E. Supervision

There must be adequate adult supervision for all usage.

F. District Staff On Duty

An approved District employee must be on duty at all times when a District building or utilities are required as part of the event. The site administrator or designee may appoint another District employee. The site administrator or designee will determine the number and qualifications of any additional District employees assigned to the event. All District employees must be compensated according to their negotiated labor agreement and paid through the District payroll system.

G. Receipt and/or Temporary Storage of Supplies and/or Equipment

If the use of a school facility by an outside group involves the receipt and/or temporary storage of supplies and/or equipment for the benefit of the group, this information must be included as part of the application. The District will not accept responsibility for loss or damage to such items while stored at the facility.

H. Refreshments

An outside group may only serve refreshments at the site administrator or designees discretion.

I. Facilities available for use at the site administrator or designee's discretion include:

1. Gymnasiums
2. Auditoriums; and specialized theatres such as those at
3. Auditoriums/theaters; and specialized theatres such as those at C. V. T. Gilbert, K. O. Knudson, and The Small Black Box at the Las Vegas Academy of International Studies, Performing and Visual Arts
4. Classrooms
5. Multi-purpose room
6. Cafeteria dining areas
7. Auxiliary gymnasiums
8. All other necessary supporting facilities such as locker rooms and lavatories
9. Media Centers
10. Great Rooms
11. Portables

Restrictions

A. Gambling: Except as allowed by the applicable provisions of the Nevada Revised Statutes, no organization, public or private, shall be granted use of school properties, either sites or buildings, for any unauthorized gambling activity for personal gain.

B. District facilities may not be used:

1. To further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States or any state by force, violence, or other unlawful means.
2. For unlawful activities.
3. In a manner which is disruptive or disorderly, or which would cause others to be disruptive or disorderly.
4. For parties or celebrations that are essentially private in nature – this includes birthdays, anniversaries, weddings, receptions, and other similar parties.
5. For dormitory purposes by any outside groups unless approved by the Superintendent or designee.
6. For non-Clark County School District activities involving public renditions of music as more specifically defined by Clark County Ordinance (Chapter 6.65,

Section 6.65.020), which are staged by promoters, tour agents, producers, or other individuals or organizations where members of the public are admitted.

- C. No group can sub-rent or front for another group that will actually use District property except as otherwise authorized under District Regulation 3613.1.
- D. In no case shall the activity hours be scheduled or planned to extend beyond 11 p.m.
- E. It is the policy of the District that using, smoking, or carrying lit tobacco products, “vapor” or “e-cigarettes,” tobacco devices, or smokeless tobacco products is prohibited at any time on school district property and at any school activity sponsored by the District; no drinking or carrying of alcoholic beverages; and no possession, consumption, and/or distribution of drugs other than as prescribed by a physician. Refer to CCSD regulation 4380.
- F. The following activities are prohibited:
 - 1. High risk activities such as:
 - a. Carnivals (this prohibition is not intended to apply to non-professional carnivals put on by school-affiliated groups such as PTAs, PTOs, and PACs which provide adequate insurance.
 - b. Circuses
 - c. Animal shows or similar traveling shows
 - d. Hot air balloons
 - e. Skydiving
 - f. Helicopter or any other aircraft involvement
 - g. Animal or motor-driven carts and trailers
 - h. Super slide or other inflatable apparatus
 - i. Jumpolines
 - j. Dunk tanks
 - k. Any apparatus that does not meet district standards
 - l. Any other activity that may, as determined by the Site administrator or designee or the Risk Management Department, jeopardize the health and safety of participants

The above list is not all-inclusive. For activities not specifically addressed within the regulation, the Site administrator or designee should consult with the Risk Management Department prior to approval.

- 2. Fireworks or other pyrotechnic displays, and other activities in violation of applicable fire codes.
- 3. Activities involving the use or discharge of weapons.
- 4. Activities likely to result in damage to District property.

- G. An outside group may only use nonflammable decorations which are not permanently affixed to the facilities and which may be removed without damaging the facilities. The outside group is responsible for removing all decorations and signs after each use. Exterior signs require the site administrator's approval.
- H. Facilities not available for use include:
 - 1. Boiler and mechanical equipment rooms
 - 2. Plenum chambers
 - 3. Tunnels
 - 4. Maintenance and custodial areas
 - 5. Kitchens and equipment related thereto except as provided in Section VI, (PTA kitchens may only be used by PTAs)
 - 6. Roofs
 - 7. All attic spaces
 - 8. All warehouses and lesser storage facilities
 - 9. Teacher lounges and workrooms
 - 10. All offices
 - 11. Swimming pools (District-owned)
- I. The use of any facility within the school that is not of a multi-use nature (shops, art rooms, music rooms, weight rooms, dance rooms, etc.) may be denied at the site administrator or designee's discretion.

Priorities

- A. Priority use of District facilities and grounds are as follows:
 - 1. Any curricular and extracurricular program of the educational system as well as any program that is directly sponsored and/or affiliated with the educational system of an individual school.
 - 2. Governmental/Community groups or agencies with leases or joint use agreements.
- B. Groups applying for the use of facilities should be aware of the possibility of cancellation when a conflicting need arises for use of the facility for school activities and educational programs. In the case of inclement weather, required maintenance, or required construction, the site administrator may deny the use of a playing field on any given date.
- C. The rescheduling of postponed school athletic events and practices will take precedence over all other non-District uses. The normal function of the athletic, intramural, or extracurricular program will not, under any circumstances, be curtailed or become a second priority to any other group.

- D. Should a dispute ever arise between a site administrator or designee and a group in the scheduling of facilities for community use, the matter may be referred in writing to the site administrator or designee's supervising office, for a determination in the matter.

Grounds

- A. All use of grounds is subject to all sections of this regulation with the exception that a responsible District employee is not required to be on duty unless access to a building or use of utilities is required.
- B. The school site's exterior public address systems may not be used unless an authorized representative of the school is available to operate such equipment. In no event may the use of exterior public address systems violate local ordinances or codes.
- C. Permanent installations which alter any grounds or playing fields are prohibited.
- D. Proposed installation of any equipment, layout of fields, or other changes in existing conditions must be included in the application for use. Approval for such use is subject to revocation at any time. Written applications for such installations must contain detailed plans, materials, designs, and locations.
- E. Heavy mechanical equipment shall not be brought on the grounds except on driveways and parking areas. Only portable-type booths or equipment can be used. Portable booths and equipment shall be removed immediately after the activity. Groups may not dig holes or drive stakes that will damage the grounds.
- F. The installation of temporary fences and portable relocation buildings is subject to the discretion of the site administrator in consultation with the Director of Student Athletics with the understanding that these fences and buildings are subject to removal at any time. Written applications for such installations must contain detailed plans, materials, designs, and locations.
- G. Motor vehicles shall be parked only in designated areas.
- H. No item shall be placed on any multi-surface if such placement will damage the playing surface.
- I. Lines shall not be painted on tennis and multi-use courts or any other paved surface.
- J. If the site administrator approves concession stands, all products must be served in or on disposable containers. No glass containers of any type are permitted. Groups using the grounds must leave them as clean as they were found. They must properly dispose of all trash and litter.

Use of Equipment

- A. All use of equipment is subject to all sections of this regulation.
- B. For auditorium usage, only the following stage equipment may be provided: a speaker's stand or table, existing stage lights, backdrop, the front curtain, and piano (if one is available on the stage).
- C. Public address systems and audio/visual equipment may not be used unless the Site administrator or designee appoints an authorized District operator.
- D. District employees or the school stage crew cannot assist in changing scenery.
- E. Any alterations to electric service panels or electrical equipment are forbidden.
- F. Seating shall not exceed the posted maximum capacity.
- G. No equipment will be rented or loaned to any organization for use off school grounds.

Use of Administration Buildings

- A. An outside group using administration buildings of the District is subject to all policies and procedures in this regulation. In addition, the following procedures and modifications of procedures are applicable.
- B. Facilities available for use include:
 - 1. Conference rooms
 - 2. Auditoriums
 - 3. Multi-purpose rooms
- C. Facilities not available for use include:
 - 1. All offices
 - 2. All storage areas
 - 3. Work rooms

Procedure for District Facility Use Request (CCF-410)

- A. Application for the use of a District building and/or adjacent grounds or any portion thereof shall be made through the facility site administrator or designee at least thirty (30) days prior to the date of the requested usage.
- B. At the time application is made, the District Facility Use Request (CCF-410) should detail all pertinent facts regarding the program or function for which the use is intended including:

1. A description of the activity, the area of facility, personnel, and the equipment requested.
 2. An original Certificate of Insurance, Additional Insured Endorsement, and if applicable, a non-profit status letter.
- C. A group holding regular meetings throughout the year need file only one application at the beginning of each scheduling period/session. However, special events planned by such groups must be covered by a separate application. All use permits expire June 30th.
- D. Once the group has submitted the Facility Usage Request the site administrator or designee then forwards the approved application to the Accounting Department within three (3) working days of receipt of request before the planned event for final approval, fee collection, and master scheduling.
- E. If the site administrator or designee denies the application for use, the requesting group may appeal to the appropriate supervising office.
- F. If a facility usage request is denied, the office that denied the request must inform the outside group immediately.
- G. If the supervising office denies an application, the applicant may appeal to the Superintendent or designee.
- H. An application that is denied and is later approved shall be returned to the site administrator or designee and processed in the same manner as if the site administrator or designee had approved the application.
- I. If the Accounting Department determines that all requirements are complete, the event will be listed on the facility usage master calendar and, if applicable, a permit will be issued to the group, site administrator or designee. All permits to use District facilities expire at the conclusion of the scheduled event or activity for which the facility was requested.
- J. District administration reserves the right to revoke any permit immediately if the need arises. Notice shall be given, in writing, to the group which filed the initial request as soon as possible.

Charges for Use of District Facilities

- A. The use of District facilities or other property by outside groups must not impose increased financial impact or unreasonable additional staff time on the District unless specifically approved by the Superintendent or designee. See current fee schedule for pricing.

B. Utilities and Maintenance

1. These costs will be obtained from the schedule of costs and rates required in District Regulation 3221 (Sections VII and VIII) and updated as required.

C. Other Expenses.

1. Direct costs for school police or other District personnel or property requested by the group or required by the site administrator or supervising office as a condition of the permit as detailed in the application.
2. Non-employee costs will be reimbursed to the District at the District's cost.
3. Groups will be charged an Administrative Fee based on the current Facility Usage Fee Schedule.
4. Any outstanding invoice balance from prior events must be paid before the current event can be scheduled.
5. Any additional charges will be billed within 30 days of the event or when the additional charges become known to the Accounting Department. Credits/refunds for over estimates will be made within the same time period.
6. Changes to a Facility Usage request (i.e., dates, locations, non-profit status, etc.) could potentially impose additional administrative fees.

D. With site administrator approval, to qualify for reduced pricing, the group must meet the following requirements:

Meet a community need.

Does not charge admission but may charge dues/fees to cover actual costs.

Does not restrict attendance to event.

All participants other than adult leaders are students.

Meeting(s)/event(s) are held either during normal custodial work hours, or outdoors.

Meeting(s)/event(s) require no additional District resources, such as the cost for utilities.

If the above requirements are met, the per area charge of the facility use fee, required by CCSD Regulation 3613, Section VII, will be waived in lieu of a project for or donation to the school.

E. The Accounting Department will determine the actual facility use fee.

Responsibilities of Group

- A. All time limits in this regulation should be considered as guidelines and it is the responsibility of the outside group to allow adequate time for processing facility use requests.
- B. Application for use of District facilities must be submitted on a District Facility Use Request (CCF-410) with the Certificate of Insurance, Additional Insured Endorsement, and if applicable, non-profit status letter. A responsible adult member of the outside group who agrees to properly supervise said use must sign this application. A responsible adult must remain present at all times when the facility is in use, restrict the group to the area which has been authorized for use and make certain that all members of the group adhere to regulations and guidelines.
- C. The custodian or other District employees will not exercise any of the supervisory responsibilities required by this section. The duties of District employees will be determined by the Clark County School District and are not subject to change by the outside group.
- D. The outside group using the facilities must accept full responsibility for any damage to property related to the group's use. The outside group must leave areas in the same condition as the areas were found. If the outside group finds a condition that requires repair, it should be brought to the attention of a responsible District employee or the site administrator or designee immediately. Failure to comply with this provision may result in additional charges and the disallowance of further use.
- E. Outside groups using the facilities must arrange for decorating, setting up, or other preparation for its activity without interfering with the school program. Removal of all decorations and setup shall be done immediately upon completion of the activity without interfering with the school program and the area shall be left in the condition it was found.
- F. Outside groups that have an approved event must inform the site administrator or designee at least 72 hours in advance of any cancellation. Outside groups must also report the termination of any program ending prior to the final date requested on the application. Groups that fail to give the 72 hours advance notification will be required to pay for any costs incurred by the District in anticipation of its usage (i.e., custodial set-up, a/c turned on, etc.).
- G. All fees must be paid to the Accounting Department ten (10) business days prior to the event, in order for the event to be listed on the facility usage master calendar. Checks should be made payable to the Clark County School District. Site

administrators and all other District employees are prohibited from collecting facility use fees from outside groups.

- H. Events not listed on the facility usage master calendar prepared by the Accounting Department will be considered unauthorized and subject to closure by the Police Services Department or the site administrator. The Maintenance Department will not process any HVAC requests for events for outside groups not listed on the facility usage master calendar.
- I. All outside groups must willingly respond to District requests for cooperation.
- J. Outside groups must have their own mailing address. Rented or leased mail drop locations are not acceptable.

Responsibilities of Site Administrator or Designated Administrator

- A. The individual ultimately responsible for the use and care of all District facilities is the site administrator. In order to fulfill that responsibility, the site administrator or designated administrator decides initial approval or denial of each application for facility use, based on the description of the activity, the availability of the facilities requested, and the availability of qualified District employees who can supervise the facility during the activity and will accept the responsibility for duties listed.
- B. If initial approval is granted, the site administrator or designee must:
 - 1. Review the District's guidelines, requirements, and restrictions relating to district facility use with the responsible representative from the requesting group.
 - 2. Make certain that a qualified custodian or designee will be on duty during the activity and clearly understands the responsibilities. They must deny use or cancel use if a qualified custodian or designee cannot be scheduled for the requested hours.
 - 3. Send the District Facility Use Request (CCF-410), Certificate of Insurance, Additional Insured Endorsement, and if applicable, non-profit status letter to the Accounting Department within three (3) business days of receiving the request. If the event requires the use of a kitchen, a copy of the District Facility Use Request (CCF-410) and Use of Food Service Kitchen Facilities (CCF-411) must be sent to the Director of Food Service within three (3) business days of receiving the request.
 - 4. After receiving an approved permit from the Accounting Department, send an on-line form, A/C Req-1, (Special A/C Request) to the Maintenance Department for the approved time period if A/C was requested.

5. After the activity, the site administrator will inform the Accounting Department of any damages or additional cleaning required and ensure that an Authorization for Extra Pay (CCF-5) is submitted to the Accounting Department for all District employees supplying labor or other services for the activity within three (3) business days.
- C. If the site administrator or designee determines that any group is misusing the facility over which he/she has responsibility, it is their duty to indicate that misuse to the sponsor so that, with the cooperation of the group, the misuse stops. The site administrator or designee can terminate the use by the group. The group can appeal to the site administrator's supervising office, which shall investigate the complaint and determine whether the group in question should be allowed continued use of the facility or any other District facility.
- D. The site administrator or designee will not accept any payment or goods/services in lieu of payment from the outside group for the usage of District property or any duties required by this section. All facility usage payments are to be submitted directly to the Accounting Department.
- E. The site administrator or designee has the authority to handle any emergency situation not covered by this document.

Responsibilities of Custodian or Designated District Employee

- A. The custodian or designee, as a District employee, must conduct himself/herself as a representative of the Clark County School District. His/her relations with an outside group will frequently determine its opinion of the District.
- B. The custodian or designee should introduce himself/herself to the representative of the outside group. The facility should be inspected with the representative of the outside group before the activity. If a condition that requires repair is found, it should be noted before the event begins.
- C. The custodian or designee is in the building to oversee the facility and its equipment; to report to the responsible adult of the group any violation of the conditions of use of the facility; and to provide light, heat, air conditioning, ventilation, and access to the areas that will be used.
- D. The custodian or designee shall regularly inspect both inside and outside areas while the building is in use and if they become aware of any violations or infractions, he/she should report these to the site administrator or designee and a responsible representative of the outside group.
- E. The custodian or designee shall allow use of a telephone in cases of emergency only.

- F. The custodian or designee should be informed if deliveries are to be made and the custodian or designee should be provided with an itemized list. The outside group using the facilities must have a representative present at the time of delivery to receive and store items in areas designated. No District employee's time should be used in handling such deliveries (e.g., moving items from one area to another).
- G. The custodian or designee must remain onsite ½ hour before, ½ hour after, and be accessible to the outside group during the event and will serve in no other capacity during the event.
- H. The custodian or designee will not permit the outside group to wander throughout the building or use equipment or space not listed on the permit.
- I. The custodian or designee will protect District property, the buildings, and its contents.
- J. At the conclusion of the activity, the custodian or designee will inspect the facilities jointly with the responsible person of the outside group to ensure the facility has been left in the same condition as found. Any damage or any additional cleaning services that occurred during the activity must be reported to the site administrator or designee.
- K. After the outside group has left the building, the custodian or designee is required to:
 - 1. Clean the areas impacted by use (restrooms, hallways, etc.)
 - 2. Turn off all lights in the area(s) used
 - 3. Check the mechanical equipment
 - 4. Secure the building by locking all doors
- L. The District will pay the custodian or other District employee responsible for the duties of this section of the regulation at his/her prevailing hourly rate using an Authorization for Extra Pay (CCF-5).
- M. The custodian or designee will not accept any payment or goods/services in lieu of payment from the outside group for any work required by this section.

Responsibilities of Accounting Department

- A. The Accounting Department will calculate all fees required based on the current fee schedule of costs and rates.
- B. The Accounting Department will determine that all requirements of the use request application are complete, and approve the event by adding it to the facility usage master calendar and, if applicable, forwarding a permit to the school and group if the outside group has completed the following steps:

1. Has received approval of the site administrator or designee.
 2. Has paid all fees for the current event and any outstanding invoices, if applicable.
 3. Has proper insurance coverage.
- C. If any step above cannot be completed, the Accounting Department will inform the outside group and school designee. Requests will not be processed until all required forms are received and complete.
- D. Each Wednesday, the Accounting Department will send to School Police Dispatch, the Maintenance Department, and post to the District Link an updated facility usage master calendar of all usage by outside groups scheduled for the next 30 days.
- E. Subsequent payments for multiple uses shall be collected by the Accounting Department at least ten (10) business days prior to each usage. No events can be added to the facility usage master calendar unless all requirements in this regulation have been met. Payment for multiple day events will be paid as specified below:
1. Athletic events by season/tournament.
 2. Enrichment programs by session.
 3. Church by month.
 4. All other groups can be subject to change based on Accountings discretion.
- F. The District must pay all employees for their services. No District employee may be paid directly by an outside group or with school-generated funds. The Authorization for Extra Pay (CCF-5) received from the site administrator or designee must be reconciled with the issued District Facility Use Request (CCF-410) to ensure all fees have either been paid or billed. The Authorization for Extra Pay (CCF-5) is to be forwarded to the Payroll Department within five (5) days of receipt.

Responsibilities of Police Services Department

- A. When required by site administrator or designee, police supervision shall be provided and paid for by the outside group for the particular function or activity. This additional charge will be indicated on the District Facility Use Request (CCF-410) either at the time of the initial approval or billed as an additional charge.
- B. If, during normal surveillance of District properties, the District police officer determines that District property is being used by an outside group that is not listed on the facility usage master calendar provided by the Accounting Department, the District police officer will do the following:

1. Attempt to determine the identity of the District employee responsible for the outside activity. A report of the activity including facilities used, start and end times, and the responsible employee's name and work location is to be forwarded to the site administrator or designee, and the Accounting Department as soon as possible.
 2. If no responsible District employee can be located, the outside group will be escorted off District property and the property will be properly secured as required in Clark County School District Regulation 4213 and the Police Services Department Procedures Manual.
- C. District police will not accept any payment or goods/services in lieu of payment from the outside group for any work required by this section.