



## Provo City School District Policy Series 7000: Community

7260 P1

### Use of School Facilities and Grounds: Fields and Outside Facilities

All field rentals are under the direction of the District Facilities & Maintenance.

- The local school's use of the fields to meet curriculum and program needs supersedes any other use.
- When rental is allowed, hours and use must be designated.
- Inter-local agreements may be established for recreational programs to use District grounds.

All field rentals must first be requested and approved via the district approval process using the application and waiver of liability form 7260 F1.

The UHSAA moratoriums will be enforced for off-season times. The District may declare moratoriums on fields as needed for repair.

Approved users will provide, when needed, sanitation facilities for the duration of their activity. The location on the school property where the sanitation facility is placed must be coordinated with the Facilities & Maintenance Department and the school. The sanitation facility must be properly secured and locked when not in use. The sanitation facility is the sole responsibility of the renter, and must be removed from PSD property at the conclusion of the activity.

PSD is not responsible for any items left on the property after use.

Any group or organization using Provo School District facilities must adhere to the following standards:

1. All community use will be scheduled through the District Facilities & Maintenance Department.
2. Principals, athletic directors and coaches are not authorized to approve grounds use for any group other than school programs.
3. A security deposit of \$250 or 10% of the rental contract, whichever is greater, will be charged to the renting organization for field use. At the end of the rental if the facility is left clean and without damage all or a portion of the deposit will be returned, less cost to restore facility to acceptable condition.
4. No outside use of grounds will be allowed during school hours.
5. Ongoing, organized groups will not be allowed to have unscheduled or uncharged activities.
6. All groups will provide their own adult supervision to adequately monitor facilities used. Monitoring is to maintain order and prevent vandalism and destruction of school and adjoining properties. No unsupervised youth group or organization will be allowed to use the school facilities.
7. No tampering, modifying or abusing of the field-watering equipment is allowed.
8. No playing on wet fields will be allowed to prevent damage and a negative impact on school programs. A field review will be conducted every mid-October and prior to March 1<sup>st</sup> with athletic directors, school administration and coaches with representatives from the Department of Facilities. The site inspection will be required to ensure that playing fields are safe for students. Scheduled games and practices will be postponed if any field is too wet or not suitable for competitive practice or play.
9. Users must be respectful and considerate of private properties bordering school grounds.
10. Field marking must be done in such a manner that there is no damage or destruction of the grass (with an approved field marking paint). No gasoline or other herbicide may be used. All products must be pre-approved by District Facilities & Maintenance personnel.
11. Portable goals must be set up and taken down and properly secured each day they are used. Permanent goal installation is not allowed. Portable goals will be locked and securely stored during off-season periods.
12. Driving of private vehicles on playing fields or playground asphalt areas is prohibited. Parking must be in designated parking areas only. No double-parking, parking in emergency access lanes or along red curbs.
13. No alcohol, tobacco or drugs are allowed on school grounds, as per Utah State Code.
14. No loud music or inappropriate conduct.

15. No vandalism or destruction of school or adjoining properties or equipment is allowed. All trash must be picked-up at the conclusion of use.
16. No climbing on fences or backstops.
17. Sound Systems will be not be used by rental groups unless it is noted in the Rental Contract and an additional \$250 security deposit is paid for use of the system.
18. Rental groups must be willing to sign a hold harmless agreement for field usage.
19. Public yard sales and car washes are not allowed on school property.
20. Liability Insurance certificates will be required for all rentals for commercial use as per the Provo City School Board Facility Rental Guidelines as posted on the District website.

These standards will be distributed to all teams using District property. Municipalities using Provo City School District facilities for leagues through an inter- local agreement share the responsibility to enforce the above standards.

### **Restrictions**

- Non-compliance of these standards or failure to pay required fees will result in denial of further use.
- The District Facilities & Maintenance Department will deny requests that would disrupt regular programs or threaten damage to the facility or grounds.
- District personnel cannot be compelled to work on Sundays or holidays for school rentals. Therefore Sunday and holiday rentals are strongly discouraged. If holiday rentals are approved, then rates will apply as per the approved Facility Rental Rates posted on the District website.
- Because of the time commitment required of District staff and the limitations placed on school use of the building, on-going rentals will also be discouraged.
- Computer labs, tech labs and shops are not to be rented.
- Elementary and middle school grounds close at 10:00 pm. High school grounds close at 11:00 PM. All District policies, state and local laws will be enforced.
- Any and all District Grounds power equipment may only be operated by authorized District Facilities & Maintenance personnel.
- Supplies or equipment belonging to the school or its students may not be removed from the premises.

### **Utah State Codes**

#### **53G-7-209. Use of public school buildings and grounds as civic centers.**

1. As used in this section, “civic center” means a public school building or ground that is established and maintained as a limited public forum to district residents for supervised recreational activities and meetings.
2. Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.
3. Use of school property for civic center purposes may not interfere with a school function or purpose.

#### **53G-7-210. Local school boards’ responsibility for school buildings and grounds when used as civic centers.**

1. (1) As used in this section, “civic center”: has the same meaning as provided in Section 53G-7-209.  
A local school board:
  - a. Shall manage, direct, and control civic centers under this chapter;
  - b. Shall adopt policies for the use of civic centers;
  - c. May charge a reasonable fee for the use of school facilities as a civic center so that the District incurs no expense for that use;
  - d. May appoint a special functions officer under Section 53-13-105 to have charge of the grounds and protect school property when used for civic center purposes;
  - e. Shall allow the use of a civic center, for other than school purposes, unless it determines that the use interferes with a school function or purpose; and
  - f. Shall ensure that school administrators are trained about and properly implement the provisions of this section and Section 53G-7-209.

All State and local laws will be enforced at school facilities (not limited to those listed below.)

**76-10-106.(3).(a) Prohibition of smoking in elementary and secondary educational facilities and childcare centers.**

3. A person may not smoke or use tobacco in any area of the following facilities or locations whether or not they are also public places:
  1. Public or private elementary and secondary school buildings and educational facilities and the property on which those facilities are located.

**53G-8-602 Possession or consumption of alcoholic beverages at school or school- sponsored activities.**

1. A person may not possess or drink an alcoholic beverage:
  - a. Inside or on the grounds of any building owned or operated by a part of the public education system; or
  - b. In those portions of any building, park, or stadium which is/are being used for an activity, sponsored by or through any part of the public education system.

**User Category Definitions**

**Category 1: School or District educational use.**

The purpose of schools is for curriculum and student programs/functions. School and District needs supersede *any* other use.

**Category 2: Municipalities and other tax-supported agencies.**

Facilities may be rented for meetings, public open houses, meet the candidate nights, productions, etc. This includes registered political parties and officials.

**Category 3: Charitable or non-commercial organizations from within Provo City School District boundaries, non-profit events.**

Facilities may be rented for non-profit events, including non-curricular student club use, and community, county and municipal recreation programs, etc.

**Category 4: Charitable or non-commercial organizations from outside Provo City School District boundaries, non-profit events.**

Facilities may be rented for non-profit events.

**Category 5: Commercial organizations/for-profit events.**

Rental of facilities with the intention to gain a profit or make a living either for individuals, businesses, groups or entities will be considered commercial events.

Adopted: August 3, 2015