



Provo City School District Policy Series 6000 Finances and Operations

Policy No. 6810

Facility Rental Policy

The Board of Education recognizes that public school facilities and grounds are first and foremost for the delivery of district instructional programs and extracurricular activities. The board further recognizes that the district's facilities and grounds can also be used as community facilities that can be made available to community members in non-school hours, with certain conditions as District facilities are available District activities will take precedence over any outside organization.

There are significant costs, including personnel and supplies, that are incurred as District facilities are used. All requests for rentals will be submitted to the District Facilities Department and should not be scheduled or approved directly through school staff. Principals will be consulted for all rental requests. Facility schedules and personnel availability will be considered in the processing of the request. All rental requests are subject to facility availability and can be canceled at any time in the event of a District conflict. Provo City School District will require all documents required for a rental to be submitted in a timely fashion. Documents include:

- Rental permit & Indemnity agreement
- Liability insurance

Rental requests must be submitted at least 7 days prior to an event and will be accepted up to 3 months in advance. Cancellations made at least 48 hours prior to the scheduled event are eligible for a full refund. Refunds will be processed in the form of a check within 7-10 business days.

Full payment is due for the requested rental upon submission of paperwork.

Elementary schools will not be rented after 9:00 PM. Secondary schools will not be rented past 10:00 PM. NO overnight rentals will be allowed.

District equipment must be operated by licensed District personnel. No exceptions will be granted and renters may be required to provide their own equipment if personnel is not available.

Kitchens, computer labs, tech labs, shops, weight rooms, and specialty equipment, etc. will not be available for use in any location.

Restrictions on community use may occur when there is maintenance work being conducted on facilities of grounds and / or due to the need to manage safety issues. Use may be restricted if there is a foreseen

risk of damage to the property. Restrictions may be in place for field use during summer months at all schools.

Rental revenue will be allocated between the District (50%) and the renting school (50%). Rental revenue will be placed in a school account at the District and will be used at the discretion of the principal.

Destruction to any / all district property may result in referral to law enforcement agencies.

Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Category (see attached fee schedule for rates per category)

Category 1 - Political Party/Civic Center

- Rental agreements, indemnification and liability insurance are required.

Category 2 - School-related Organizations

- Rental agreements, indemnification and liability insurance are required.
- Feeder programs approved by school principals.
- Programs run by District personnel who will provide supervision.
- Long-term school-related rentals can be negotiated separately on an inter-local agreement. Rentals must still be scheduled through the District Facilities Department and will be approved on an individual basis.

Category 3 - Non-profit/Charitable Organizations

- Rental agreements, indemnification and liability insurance are required.
- Rental rates will be used to recoup building expenses, provide necessary custodial supplies and for associated personnel time.

Category 4 - Commercial Use

- Rental agreements, indemnification and liability insurance are required.
- Due to the nature of the use and the expense of operating Provo City School District buildings, commercial rentals are discouraged. Large and/or ongoing rentals that are taxing on employees and facilities should be referred to professional business agencies that can better serve their needs.

Legal References:

Utah Code 53A-3-413

Use of public school buildings and grounds as civic centers.

Board Approved:

February 10, 2009

Revised:

November 12, 2024