



# Facility Rental Guidelines & Fee Schedule

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**JORDAN SCHOOL DISTRICT  
Facility Rental Guidelines**

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# **JORDAN SCHOOL DISTRICT**

## **Facility Rental Guidelines**

### **Facility Use**

All after-hour activities for purposes other than school or District educational use will be referred to and scheduled through the District Facility Scheduling Office. The Facilities Scheduler is responsible for coordination of all school rentals, to include requests from tax-supported and governmental entities. Principals, teachers, athletic directors, coaches and school personnel are not authorized to approve facility or grounds use for any group other than school programs.

Each school year begins on July 1 and ends on June 30. Schools are given first priority for use of facilities. Rental requests will be scheduled contingent on time, space and personnel availability.

### **District Programs, Curriculum Department & Local School Related Use**

Use of Jordan School District facilities will be granted free of charge for JSD sponsored programs and activities according to Category 1 of the Fee Schedule. Curriculum-based, class-level activities: science fairs, plays, literature nights, in-service, parent/teacher conferences, officially sponsored PTA meetings or activities, and school community council activities, etc. will be covered by District funds.

Curriculum Department sponsored in-service classes will be held at no cost, at designated locations during operational hours. Any other schools/facilities requested are subject to applicable personnel fees and are granted based on time, space and personnel availability.

In-service classes sponsored by a local school or PTA, and not held in conjunction with Curriculum Department in-service, will require the approval of the appropriate Area Administrator of Schools. If the class requires additional personnel time, a time sheet should be submitted to the Area Administrator of Schools. These costs will be covered by District funds.

If an activity requires additional personnel time outside of the employee's contracted hours, the sponsoring school/location will pay those costs. Related timesheets and payment are to be submitted to Payroll.

All groups are responsible to provide their own supplies, including photocopies, paper, dry-erase markers, pencils/pens, etc. Needed equipment can be requested at the time the room request is completed. School functions will take priority over other activities in scheduling buildings.

### **In-service Use, Other Than School or District Use**

Individuals from the Utah State Board of Education, who wish to hold in-service classes at a Jordan School District facility, should first contact the Curriculum Department and then make arrangements through the District Facilities Scheduler.

The USBE will be encouraged to conduct in-service classes at designated locations and during business hours. Otherwise, as per Utah Code 53A-3-414, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s) and supplies.

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## Facility Rental Guidelines

### **Sanctioned Programs Transition Plan**

The Jordan School District Board of Education recognizes programs that are newly sanctioned by the Utah High School Activities Association (UHSAA) Board of Trustees and are in transition for their designated start season. Therefore, the Board of Education directs administration to accommodate this transition plan, including:

- Jordan School District facility fee waiver, applied only during the recognized UHSAA sanctioned season (applicable equipment and personnel fees must be paid)
- Reasonable access to facility use by individual schools
- Coordination of program scheduling:
  - School administrator
  - Designated program coordinator (coach, advisor, etc.)
  - Facility Scheduling Office

### **School Clubs**

Facilities will be made available for chartered school clubs to conduct meetings according to Category 1 on the fee schedule, as per Utah Code 53A-11-1208 and District Policy AA443 - Student Clubs (Limited Open Forum).

Non-curricular clubs associated with organized sports leagues and not sponsored by UHSAA, such as rugby, hockey, and rodeo club, etc., are subject to Category 3 rental fees for conditioning, practices and games. Non-curricular clubs wishing to sponsor an event where clubs from other high schools are invited to participate in competitions at their local high school, will be charged 25% of the facility rental fees under Category 3 of the Fee Schedule. These non-curricular club sponsored events will be conducted according to District Policy AA443.

### **School Fundraisers**

All school fundraisers must comply with District Policy AA417 – Fund Raising. Fund raising requests must be submitted on a District Fund Raising Request form, and must be approved by the school administration and the Area Administrator of Schools.

Any fundraiser designed to compensate personnel; businesses or any outside entity must be conducted as a rental through the Facilities Scheduling Office.

### **Special Event Partnerships**

Under the direction of the respective Administrator of Schools, the Administrator of Auxiliary Services, and the District Facilities Scheduler, school administrators may form Special Event Partnerships that will be mutually beneficial to the business, the District, and the individual schools involved.

The distribution of revenue from such a partnership will be determined on an individual basis, or will otherwise be assessed Category 3 rates on the Fee Schedule. Rental fees will be processed through the Facility Scheduling Office. District personnel who provide services or supervision during a rental must be paid through the JSD Payroll Department by submitting a time sheet. As part of the Special Event Partnership, schools may agree to assume some of the associated costs.

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The business must complete the rental process with the District Facilities Scheduler, so that there can be a proper distribution of funds to cover District expenses, indemnification and liability requirements.

### **Camps and Clinics**

School run camps and clinics held by Jordan School District personnel must be conducted in accordance with the District Camp and Clinic Guidelines. Third-party guest instructors or demonstrators must be referred to the Facilities Scheduling Office, to indemnify the District and provide evidence of liability insurance when applicable. Requests from individuals outside of the District must be conducted as a rental.

### **Inter-local Governmental Agreements**

Jordan School District may enter into inter-local agreements for the use of properties or buildings with municipalities or tax-supported agencies that are beneficial to the students of Jordan School District. The District may negotiate inter-local agreement fees on an individual basis.

With Board of Education approval, all inter-local agreements will be developed at the District level by the Superintendent or a designee. The building administrator is not authorized to negotiate inter-local agreements with governmental or other agencies.

If a request is made at the school level for use of the building by a governmental agency, they should be referred to the Facilities Scheduler. Since the local administrator is frequently responsible for, or impacted by an inter-local agreement, his or her input should be sought.

Inter-local agreements may include such activities as pageants, music and drama productions, recreational activities, emergency shelter agreements, etc.

### **Election Use**

The Board of Education authorizes the use of Jordan School District facilities for election purposes. Local schools are expected to cooperate. The election judge assigned to each site is responsible for setting up the election booths. The school will provide a table and chairs for each voting district. The voting should be set up near handicapped entrances for easy access.

Schools are expected to remain open for the duration of the agreed upon time. A custodian or sweeper must be present and must be available for assisting the election chairman as needed. The custodial staff should complete regular duties when not assisting the election chairman. Custodians working during their regular hours will not be paid extra for assisting with elections. Custodians or sweepers will be paid for extra hours worked at the elementary school sites. This time should be submitted on a time sheet to the Facilities Scheduler. A fee will be negotiated and assessed to the County/City to cover District expenses associated with the election use.

### **Charitable Use**

Those wishing to rent the facilities under this category that do not have 501c3 status must provide proof of liability insurance. Category 3 renters, according to the Fee

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Schedule, will be charged to recoup building expenses, provide necessary custodial supplies, and for associated personnel time.

As per Utah Code 53A-3-414, prices should be set at a rate to cover all costs including administration, supervision, technician, custodian(s), supplies, room and equipment rental, and utilities.

### **Commercial Use**

Rentals used to gain profit or make a living are deemed to be a Category 4 commercial rental. Jordan School District is a tax-supported entity whose primary mission is the academic, physical, cultural, and emotional development of the students we serve in our schools. Due to the nature of JSD, 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. JSD does not wish to compete with other local facilities that are created for the purpose of holding public and private events.

Criteria used to approve an appropriate commercial rental are as follows:

1. Is there another facility that could service the rental?
2. Is the requesting commercial entity part of the local school community?
3. What would the impact be on the school facility and school personnel?
4. Does the requesting commercial entity have a business license?
5. If admission or fees will be charged, or items are sold, the requesting commercial entity must have a Temporary Sales Tax License.

The renter will be charged for all spaces used for such rentals. Only the rented space and adjoining restrooms and common areas may be used. If storage of equipment is required for the rental, a fee will be charged to store equipment or other items. As per Utah Code 53A-3-414, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, room and equipment rental, and utilities.

### **Funeral Services**

Funeral and viewing rental requests will be referred to professional business agencies that are intended to serve these purposes.

### **Alumni Class Reunions**

All alumni class reunions must be scheduled through the Facilities Scheduling Office and are subject to Category 2 fees.

### **Equipment**

Additional costs will be added for requested equipment (when available), for renters in Categories 3 and 4 (see Fee Schedule). Any damage to, or loss of District equipment during a rental will be charged to the renter.

Bleachers/motorized bleachers can only be operated by the school custodian/personnel.

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### Supervision

There must be a custodian/employee of the school/District present during any indoor building rental by an outside group. This employee will be accessible to the group using the facility by radio, cell, or other means of communication.

Jordan School District trained technicians must be hired to operate all sound, lighting, and other specialty audio/visual equipment. The Facility Scheduling Office will collaborate with the school and renter to best determine the appropriate number of technician personnel and expertise required.

When the kitchen is used, appropriate Nutrition Services staff must be hired to supervise the use of the kitchen equipment.

A custodial fee will not be assessed when a custodian is already on duty.

Personnel fees will be assessed when:

- The rental requires the on-duty custodian to work additional hours
- The renter requests a dedicated custodian(s) for the rental
- The scope of the rental requires an additional custodian(s)
- The rental requires other personnel: supervisor, technician, lunch manager, etc.
- The rental occurs at a time when the facility is normally closed

District personnel who provide services or supervision during a rental must be paid through the JSD Payroll Department by submitting a time sheet. Classified employees will be paid at their hourly rate. Certificated employees will be paid at the in-service rate per hour.

The District Facilities Scheduler will use discretion in requiring adequate additional supervision by law enforcement and school personnel for the type of activity and the number of people involved.

Renter/user warrants to the District that it will provide all the supervision necessary for the safe use of facilities. User understands and agrees it takes full responsibility to provide medical and emergency care to all those involved in the event, including participants and spectators. User warrants to the District that all medical and emergency care will be appropriate and sufficient.

### School Reporting of Issues Related to Rentals

The District Facilities Scheduling Office will provide schools with the approved and finalized details on all rentals. A school must report issues or concerns that occur during any rental to the Facilities Scheduling Office by the next business day.

Examples may include, but are not limited to:

- Rental exceeded original agreed upon time (before or after)
- Rental duration was less than agreed upon (before or after)
- Excessive mess
- Damage, vandalism, or theft
- Renter used additional rooms/areas that were not approved

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- Rental included activities that were not previously disclosed by the renter
- Actual scope/size of the activity was not previously disclosed by the renter
- Additional personnel was needed to attend to the rental
- Dangerous activities or concerning behaviors were exhibited during the rental
- Other

### **Renter Reporting of Issues Related to Rental**

If a school is not able to provide the agreed upon services that a renter requests and pays for, or other issues/concerns occur during a rental, the renter should notify the Facility Scheduling Office by the next business day. The Facility Scheduling Office will investigate accordingly and issue a refund for services not provided.

Examples may include, but are not limited to:

- Exterior entrance was not unlocked at the agreed upon start time
- Personnel support was not available for the needs of the rental
- Personnel support did not perform the duties necessary for the rental
- All rented rooms were not available
- Rented equipment was not available/functional
- Other

### **Warranty of Inspection**

User must inspect the facility and warrant to the District that the facilities are acceptable and appropriate for the event. User accepts full responsibility for all conditions on the premises that can be identified by reasonable inspection. User must give District written notice of any objectionable conditions, no later than one week before the date of the event. Failure to provide such advance notice of objectionable conditions will be deemed acceptance of the facilities.

### **Indemnification**

All renters must be willing to sign the Permit and Use Agreement of School Facilities and Grounds, indemnifying and holding the District harmless (see Governmental Immunity and Forms paragraphs below).

### **Governmental Immunity**

The Permit and Use Agreement of School Facilities and Grounds grants use of the specified Jordan School District property pursuant to Utah Code Ann. 53A-3-413 to 414. Jordan School District is immune from any claims, injuries, or lawsuit arising from use of Jordan School District property pursuant to the issuance of this permit under Utah Code Ann. 63G-7-201. User agrees to adhere to all Federal, State, and Jordan School District rules and regulations.

### **Insurance**

Registered 501c3 organizations are not required to provide evidence of liability insurance.

Non-501c3 Users warrant that they maintain all legally required insurance. For the purposes of this agreement, non-501c3 Users shall also have Comprehensive General Liability Insurance covering the Event in the amount of \$1,000,000 per occurrence and



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\$2,000,000 general aggregate and have the District named as an additional insured (certificate holder). Five working days prior to the Event non-501c3 users will give to the District a Certificate of Insurance, which will include the above stated amounts, and show that the District has been added as an insured. **Absent such certificate, non-501c3 Users will not be allowed to use the Facilities.** If for any reason, Jordan School District is held not immune from suit pursuant to Utah Code Ann. 63G-7-201, user agrees to indemnify and hold harmless, the District, and all of its boards, officials, officers, employees, agents, and volunteers from any and all lawsuits, claims, damages, liabilities, costs and expenses, including attorney's fees, arising out of or in any way connected with user's use of the facilities.

### **Forms**

The Facility Scheduling Office will complete a Permit and Use Agreement of School Facilities and Grounds form with each renter, to include proof of insurance when applicable, prior to the facility rental. This will be done after school administration has given approval for the rental to occur at the designated location. The Facilities Scheduling Office will send all finalized details for an approved rental request to the school administration and the head custodian in advance of the rental. The renter will receive a completed copy of the approved Permit.

Absent school administration approval, or any condition in which the terms of the Facility Rental Guidelines cannot be met, the rental will not be allowed to occur.

District personnel must submit a time sheet to the Facilities Scheduler when requesting payment for supervision and support during a rental. The time sheet form is available on the District Web site, under the Payroll Department.

### **Payment**

Fees will be charged for use of facilities and grounds according to the approved Fee Schedule, as per Utah State Code 53A-3-414. All fees may be paid by check, cashiers check, money order, debit, or credit card (American Express excluded). Payment in full must be submitted prior to the activity, and will be collected by the Facility Scheduling Office. Cash will not be accepted.

Personnel time sheets resulting from a rental must be submitted to the Facilities Scheduler on a District time sheet for proper coding and payment.

A 10% deposit or \$200, whichever is greater, will be required on all commercial rentals. This deposit covers damage to the school, additional personnel required, and additional time or space added to the original agreement. If the deposit does not cover these costs, the renter is responsible to cover all additional costs. All or a portion of the deposit will be refunded if all costs are covered in the original agreement. The District Facilities Scheduler must be notified of a cancellation of the planned activity, the contract amount and a portion up to 50% of the deposit may be refunded, if requested within 30 days of the event.

By signing the rental Permit the user agrees to pay for any vandalism or damage that may occur as direct result of their use of the Facilities/Grounds. If the actual time used for the

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event exceeds the original agreed upon time, user agrees to pay for the additional rental hours and personnel costs.

### **Disbursement of Funds**

An amount equal to 10% of the building rental fee (not personnel costs associated with the rental) at a location will be returned at the end of the year to the District custodial supply budget. At the end of the year, and after all costs for rentals are covered, the remainder of the revenue will be shared between the school and the District at a 30% / 70% ratio. The school's portion will be deposited to the principal's discretionary account, and the District's portion will be retained to pay for capital improvements in District schools, and to recover maintenance and operation costs associated with rentals. The District Facilities Scheduler will be responsible to calculate the amount and see that it is transferred to each location.

### **Use of Grounds and Outside Facilities**

All field rentals are under the direction of the District Facilities Scheduler. 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 governmental agreements may be established by the District for recreational programs to use school grounds.

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

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 Scheduler 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 JSD property at the conclusion of the activity.

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

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

1. All community use will be scheduled through the District Facility Scheduling Office.
2. Principals, athletic directors and coaches are not authorized to approve grounds use for any group other than school programs.
3. A deposit of 10% of the rental or \$200, whichever is greater, will be charged to commercial organizations renting for field/grounds 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. The high school football natural grass practice field, baseball, softball fields and tracks are off limits to any group other than Jordan School District endorsed athletic programs.

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5. Groups such as community football, soccer, rugby, youth lacrosse, and any other high-wear field usage activity are not allowed to use high school natural grass fields.
6. No outside use of grounds will be allowed during school hours.
7. Ongoing, organized groups will not be allowed to have unscheduled or uncharged activities.
8. All groups will provide their own adult supervision to adequately monitor facilities used. Monitoring is to maintain order and prevent vandalism, destruction, or damage of school, adjoining properties, or equipment. No unsupervised youth group or organization will be allowed to use the school facilities.
9. No playing on wet fields, to prevent damage and a negative impact on school programs.
10. No tampering, modifying, or abusing of the field-watering equipment is allowed.
11. Users must be respectful and considerate of private properties bordering school grounds.
12. Field marking must be done in such a manner that there is no damage or destruction of the grass (must use an approved field marking paint/chalk). No gasoline or other herbicide may be used.
13. Portable goals must be set up, taken down and properly secured each day they are used. Goals must be removed from the property at the conclusion of the rental. Permanent goal installation is not allowed.
14. Driving of vehicles on playing fields or playground asphalt areas is prohibited.
15. Parking must be in designated parking areas only.
16. No double-parking, parking in emergency access lanes or along red curbs.
17. Removal of bollards is prohibited.
18. No alcohol, tobacco, or drugs are allowed on school grounds, as per UT State Code.
19. No loud music or inappropriate conduct.
20. All trash must be picked-up at the conclusion of use each day.
21. No climbing on fences or backstops, to prevent damage or injury.
22. Rental groups must be willing to sign a hold harmless agreement for field usage. (Permit and Use Agreement of School Facilities and Grounds).
23. Public yard sales are prohibited.
24. Car washes of any type are not allowed on school property, in accordance to the Utah Division of Environmental Quality.

These guidelines will be distributed to all teams and renters using District properties. Municipalities using Jordan School District facilities for leagues through an inter-local agreement share the responsibility to enforce the above standards.

### **Restrictions**

- Non-compliance with applicable laws, regulations, District policies, or guidelines will result in forfeiture of further use and may be reported to the proper authorities.

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- The District Facilities Scheduler 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 classified staff are asked and agree to work a rental on a holiday or a Sunday, they will be compensated at a rate of time and one-half. In this case, the renter will be required to pay an additional \$10 per hour on top of the approved personnel hourly rate.
- 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 and specialty equipment are not to be rented.
- Elementary and middle school grounds close at 10:00 pm. High school grounds close at midnight. All District policies, state and local laws will be enforced.
- Authorized Jordan School District personnel only may operate school power equipment.
- Supplies or equipment belonging to the school or its students may not be removed from the premises.

### **Utah State Codes**

All state and local laws will be enforced at school facilities (not limited to those listed below). Utah Codes can be found at: <http://le.utah.gov>

#### **53A-3-413. 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, including a charter school building or ground, that is established and maintained as a limited public forum for supervised recreational activities and meetings.
- (2) Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.
- (3) The use of school property as a civic center:
  - (a) may not interfere with a school function or purpose; and
  - (b) is considered a permit for governmental immunity purposes for a governmental entity under Subsection 63G-7-201(4)(c).
- (4) The organizer of an event may not use a civic center unless the organizer resides within the geographic boundaries of the school district in which the civic center is located.

#### **53A-3-414. Local school boards' responsibility for school buildings and grounds when used as civic centers.**

- (1) As used in this section, "civic center": means the same as that term is defined in Section 53A-3-413.
- (2) A local school board or charter school governing 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 a civic center so that the school district or charter school 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;

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- (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 53A-3-413.

**53A-11-1208 Use of school facilities by clubs.**

- (1) A school shall determine and assign school facilities use for curricular and noncurricular clubs consistent with the needs of the school.
- (2) The following rules apply to curricular clubs:
  - (a) in assigning school facilities use, the administrator may give priority to curricular clubs over noncurricular clubs; and
  - (b) the school may provide financial or other support to curricular clubs.
- (3) The following rules apply to noncurricular clubs:
  - (a) a preference or priority may not be given among noncurricular clubs;
  - (b)(i) a school shall only provide the space for noncurricular club meetings; and
    - (ii) a school may not spend public funds for noncurricular clubs, except as required to implement the provisions of this part, including providing space and faculty oversight for noncurricular clubs;
  - (c) a school shall establish the noninstructional times during which noncurricular clubs may meet;
  - (d) a school may establish the places that noncurricular clubs may meet;
  - (e) a school may set the number of hours noncurricular clubs may use the school's facilities per month, provided that all noncurricular clubs shall be treated equally; and
  - (f) a school shall determine what access noncurricular clubs shall be given to the school newspaper, yearbook, bulletin boards, or public address system, provided that all noncurricular clubs shall be treated equally.

**53A-3-501 Possession or consumption of alcoholic beverages at school or school-sponsored activities.**

- (1) Except as approved by a local school board as part of the curriculum, 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 are being used for an activity, sponsored by or through any part of the public education system.

**R392-510-5 Smoking Prohibited Entirely in Places of Public Access and Publicly Owned Buildings and Offices.**

**R392-510-10 Educational and Cultural Activities Not Exempted.**

- (1) Educational facilities, as used in the Utah Indoor Clean Air Act, means any facility used for instruction of people, including preschools, elementary and middle schools, junior and senior high schools.
- (2) Smoking is prohibited in facilities used by, vocational schools, colleges and universities, and any other facility or educational institution operated by a commercial enterprise or nonprofit entity, including hotel, motel, and convention center rooms, for the purpose of providing academic classroom instruction, trade, craft, computer or other technical or

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professional training, or instruction in dancing, artistic, musical or other cultural skills as well as all areas supportive of instruction including classrooms, lounges, lecture halls, study areas and libraries.

**63G-7-201. Immunity of governmental entities and employees from suit.**

**JORDAN SCHOOL DISTRICT**

Number: DA151

Statement of  
**P O L I C Y**

Effective: 1/25/72

Revision: 9/8/08

Reviewed: 3/26/13

SUBJECT: Use of Public School Buildings and Grounds as Civic Centers

**I. Board Directive**

In accordance with Utah State Code Sections 53A-3-413, the Board authorizes, on condition, the use of school buildings and grounds as civic centers, for other than school purposes. The Board recognizes that these civic centers shall be established and maintained as limited public forums to District residents for supervised recreational activities and meetings. It is further understood that use of property for civic center purposes may not interfere with a school function or purpose. Under Utah State Code 53A-3-414, the Board directs the Administration to manage, direct, and control the use of school buildings and grounds when used as civic centers.

**II. Administrative Policy**

- A. The Administration shall charge a reasonable fee for the use of school facilities as civic centers so the District incurs no expense for that use. The Administration shall also ensure that school administrators are trained and properly implement District policy according to Utah Code.
- B. The Administration shall establish the Facility Rental Guidelines, a fee schedule, and personnel necessary to manage the rental and use of school buildings and grounds for other than school purposes. The Board will review and approve the Facility Rental Guidelines and fee schedule as needed. The Administrator of Auxiliary Services shall administer the rules and guidelines and see that all schools follow established policy and procedures.
- C. All Jordan School District employees are directed to support and follow this policy, the Facility Rental Guidelines and Utah Code related to use of school buildings and grounds for other than school purposes. Any employee found in violation of this policy may be disciplined up to and including termination, in accordance to District Policies DP316 NEG, DP316A and DP316B—Orderly Termination Procedures.

# JORDAN SCHOOL DISTRICT

## Facility Rental Guidelines

### User Category Definitions

- Category 1: School or District educational use, officially sponsored PTA activities.**  
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, registered political parties, alumni class reunions.**  
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 Jordan School District boundaries, non-profit events, Special Event Partnerships.**  
Facilities may be rented for non-profit events, including non-curricular student club use, and community, county and municipal recreation programs, etc.
- Category 4: 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.

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**Fee Schedule – Building Rental**

	Category 1	Category 2	Category 3	Category 4
<b>Auditorium</b>				
Middle	No Charge	No Charge	\$50/hour	\$350/hour
Middle Kiva/Little Theatre	No Charge	No Charge	\$45/hour	\$350/hour
High	No Charge	No Charge	\$75/hour	\$350/hour
<b>Media Center</b>				
Elementary	No Charge	No Charge	\$30/hour	\$350/hour
Middle	No Charge	No Charge	\$45/hour	\$350/hour
High	No Charge	No Charge	\$65/hour	\$350/hour
<b>Gym or Tech Atrium</b>				
Elementary Gym	No Charge	No Charge	\$30/hour	\$200/hour
Middle Gym	No Charge	No Charge	\$45/hour	\$350/hour
High Gym	No Charge	No Charge	\$65/hour	\$350/hour
High Auxiliary Gym or Tech Atrium	No Charge	No Charge	\$45/hour	\$300/hour
<b>Dance/Wrestling Room</b>				
Middle	No Charge	No Charge	\$50/hour	\$150/hour
High	No Charge	No Charge	\$60/hour	\$150/hour
<b>Classroom</b>				
Elementary	No Charge	No Charge	\$20/hour	\$100/hour
Middle	No Charge	No Charge	\$20/hour	\$100/hour
High	No Charge	No Charge	\$20/hour	\$100/hour
<b>Commons Area</b>				
All schools	No Charge	No Charge	\$30/hour	\$200/hour
<b>Kitchen (Lunch Manager required)</b>				
Elementary	No Charge	No Charge	\$45/hour	\$150/hour
Middle	No Charge	No Charge	\$45/hour	\$150/hour
High	No Charge	No Charge	\$45/hour	\$150/hour
<b>Cafeteria</b>				
Elementary	No Charge	No Charge	\$45/hour	\$150/hour
Middle	No Charge	No Charge	\$45/hour	\$150/hour
High	No Charge	No Charge	\$45/hour	\$150/hour
<i>Computer labs, tech labs, shops, weight rooms and speciality equipment, etc. are not to be rented.</i>				
<b>Equipment</b>				
Misc. Equipment ( <i>as available</i> )	No Charge	No Charge	\$25/hour	\$25/hour
Sound system, or audio/visual	No Charge	No Charge	\$25/hour	\$25/hour
Piano (upright)	No Charge	No Charge	\$60	\$60
Piano (baby grand)	No Charge	No Charge	\$100	\$100
<b>Personnel</b>				
Additional custodian		\$35/hour	\$35/hour	\$35/hour
Each adult supervisor/technician		\$35/hour	\$35/hour	\$35/hour
Each Lunch Manager		\$35/hour	\$35/hour	\$35/hour
Each student technician		\$35/hour	\$10/hour	\$10/hour

\*Large set up and clean up requirements will incur additional personnel time.

\*Rentals that occur during closed hours will be assessed for custodial support for all hours of use, plus a minimum of 1 additional hour for set up and clean up.

\*An additional \$10 per hour will be added to Custodial, and Supervisor/Technician for Holiday and Sunday rentals.



**JORDAN SCHOOL DISTRICT**  
**Fee Schedule – Outside Facility and Grass Field Rental**

	Category 1	Category 2	Category 3	Category 4
<b>Baseball Fields (per Field)</b>				
Elementary	No Charge	By Agreement	By Agreement	\$30/hour
Middle	No Charge	By Agreement	By Agreement	\$30/hour
High	No Charge	By Agreement	By Agreement	Not Available
<b>Softball Fields (per Field)</b>				
Elementary	No Charge	By Agreement	By Agreement	\$30/hour
Middle	No Charge	By Agreement	By Agreement	\$30/hour
High	No Charge	By Agreement	By Agreement	Not Available
<b>Soccer Fields (per Field)</b>				
Elementary	No Charge	By Agreement	By Agreement	\$30/hour
Middle	No Charge	By Agreement	By Agreement	\$30/hour
High	No Charge	By Agreement	By Agreement	Not Available
<b>Football Fields (per Field)</b>				
Elementary	No Charge	By Agreement	By Agreement	\$30/hour
Middle	No Charge	By Agreement	By Agreement	\$30/hour
High	No Charge	By Agreement	By Agreement*	Not Available
			<i>*Artificial turf fields only</i>	
<b>Tennis Courts (per Court)</b>				
High	No Charge	By Agreement	\$10/hour	\$20/hour
<b>Tracks</b>				
High	No Charge	By Agreement	Not Available	Not Available
<b>Play Fields</b>				
Elementary	No Charge	By Agreement	\$10/hour	\$30/hour
Middle	No Charge	By Agreement	\$10/hour	\$30/hour
High	No Charge	By Agreement	Not Available	Not Available
<b>Parking Lots</b>				
Elementary	No Charge	By Agreement	\$10/hour	\$30/hour
Middle	No Charge	By Agreement	\$10/hour	\$30/hour
High	No Charge	By Agreement	\$10/hour	\$30/hour

**Category 1:** School or District educational use, officially sponsored PTA Activities.

**Category 2:** Municipalities and other tax-supported agencies, registered political parties, alumni reunions.

**Category 3:** Charitable or non-commercial organizations from within Jordan School District boundaries, non-profit events, Special Event Partnerships.

**Category 4:** Commercial organizations, for profit events.

**JORDAN SCHOOL DISTRICT**  
**Fee Schedule — Season User Fee for Grass Field Rental**  
*(Available to Category 3 Only)*

Category 3 field rentals are listed as “By Agreement” on the Jordan School District Fee Schedule. These rentals are assessed a User Fee per participant per season.

Outdoor field rentals are subject to all applicable Utah State Codes, Jordan School District Policies and Facility Rental Guidelines and Fee Schedule.

**Category 3: Charitable or non-commercial organizations from within Jordan School District boundaries, non-profit events, Special Event Partnerships.**

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

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**1 Season=\$5.00 per participant\***

1-3 Months  
1-3 Days per week  
1-3 Hours per day

**Extended Season=\$10.00 per participant\***

4-6 Months  
4-6 Days per week  
4-6 Hours per day

*\*Season User Fee does not apply to Stadium/Artificial Turf Field Rental.  
See the Stadium/Artificial Turf Field –Rental Fees and Terms.*

