



Facility Rental Guidelines and Fee Schedule

Revised and approved by Cabinet 4/12/2023

Jordan School District, Facilities Scheduling
7905 South Redwood Road • West Jordan, Utah 84088 • 801-567-8603

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

Facilities Scheduling

7905 South Redwood Road West Jordan, Utah 84088
801-567-8603 www.jordandistrict.org

Table of Contents

Alumni Class Reunions	Page 6
Camps and Clinics	Page 5
Charitable Use	Page 5
Commercial Use	Page 6
Disbursement of Funds	Page 10
District Policy DA151: Use of Public School Buildings & Grounds as Civic Centers	Page 16
District Programs, Curriculum Department and Local School Related Use	Page 3
Equipment	Page 6
Facility Use	Page 3
Fee Schedule - Building Rental	Page 18
Fee Schedule - Outside Facility and Grass Field Rental	Page 19
Fee Schedule - Stadium/Artificial Turf Field – Rental Fees and Terms	Page 20
Field Moratorium	Page 10
Field Rental Window	Page 9
Funeral Services	Page 6
Governmental Immunity	Page 8
Indemnification	Page 8
In-service Use, Other Than School or District Use	Page 4
Insurance	Page 9
Inter-local Governmental Agreements	Page 5
Payment	Page 10
Rental Agreement	Page 9
Renter Reporting of Issues Related to Rental	Page 8
Restrictions	Page 13
Sanctioned Programs Transition Plan	Page 4
School Clubs	Page 4
School Fundraisers	Page 5
School Reporting of Issues Related to Rentals	Page 7
Supervision	Page 7
Use of Grounds and Outside Facilities	Page 11
User Category Definitions	Page 17
Utah State Codes	Page 14
Warranty of Inspection	Page 8

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. All after hour facility use applications are done online through a program called School Space: <https://jordan.schoolspace.us/home>

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, Teaching and Learning & 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.

Teaching and Learning 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 Teaching and Learning 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 employees contracted hours, the sponsoring school/location will pay those costs. Related timesheets and payment are to be submitted to Payroll. Custodial fees will be assessed with all rentals.

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.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

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 Teaching and Learning 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.

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 clubs, etc., are subject to Category 2 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 2 of the Fee Schedule. These non-curricular club sponsored events will be conducted according to District Policy AA443.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

School Fundraisers

All school fundraisers must comply with District Policy AA417 - Fund Raising. Fundraising requests must be submitted and approved by the school administration and the Area Administrator of Schools.

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 school administrators.

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.

Charitable Use

Those wishing to rent the facilities under this category that do not have 501c3 status must provide proof of liability insurance. Category 2 renters according to the Fee Schedule, will be charged to recoup building expenses, provide necessary custodial supplies, and for associated personnel time.

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

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

Commercial Use

Rentals used to gain profit or make a living are deemed to be a Category 3 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 1 fees.

Equipment

Additional costs will be added for requested equipment (when available), for renters in Categories 2 and 3 (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.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

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. If renting baseball, softball or soccer fields, the school may choose to charge \$45/hour for custodial or district supervision.

Custodians, adult supervisors and student techs will receive a minimum of 2 hours pay for all indoor rentals.

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.

All rentals will be assessed a custodial fee. Additional fees will be assessed when the scope of the rental requires an additional custodian(s), the rental requires other personnel: supervisor, technician, etc.

District personnel who provide services or supervision during a rental must be paid through the JSD Payroll Department by submitting a timesheet. 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. Users understand and agree 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

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

- 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 were 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

Users 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. Users must give the 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 agree to the Permit and Use Agreement of School Facilities and Grounds, found in School Space, 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.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

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 \$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.

Rental Agreement

A facility use Agreement between the responsible party and Jordan School District will be required prior to use of district facilities. The rental agreement is located online through the scheduling website; School Space. Proof of insurance, when applicable, may be uploaded in School space 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 have access to a completed copy of the approved rental agreement in School Space.

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.

Field Rental Window

Jordan School District's fields are in high demand. We strive to provide opportunities in the most fair and equitable manner possible. As such, we will be implementing field rental windows for the Spring and Fall seasons. The request window for Spring sports will be January 1st.-31st. The request window for the Fall season sports will be June 1st - 28th. Any requests received after the designated request windows, may still be considered based on availability after all on-time requests have been granted. In addition, please be considerate of all groups and only book times that will be utilized. Asking for large blocks of time that are not used could invalidate future requests.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

Field Moratorium

Jordan School District has implemented an annual moratorium of all rentable JSD natural grass fields during the month of July. This method will help to avoid individual field moratoriums due to overuse, which will ultimately benefit all rental patrons. It will also help to avoid the allowance of Spring and Fall seasons to overlap, which highly disrupts the rental request and approval process. This also assures the quality of our fields for student programs during the school year. In the long run it makes for better and safer fields throughout the district, for all the sports and outdoor events that take place on the fields.

After the month of July Jordan School District reserves the right to extend the moratorium based on field and weather/climate conditions.

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 through School Space by debit or credit card (American Express excluded). Payment in full must be submitted five days prior to the activity. Cash will not be accepted.

Personnel time sheets resulting from a rental must be submitted to the Payroll Department on a district timesheet or through True Time for proper coding and payment.

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

By confirming the Rental Agreement, the user agrees to pay for any vandalism or damage that may occur as a direct result of their use of the Facilities/Grounds. If the actual time used for the event exceeds the original agreed upon time, the 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. Each month, and after all costs for rentals are covered, the remainder of the revenue will be shared between the school and the district at a 27% / 63% ratio. The school's portion will be deposited to the school's account, and the district's portion will be retained to pay for capital

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

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 Ground 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. (see pg. 10)

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 reserve amount 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 at less cost to restore the facility to acceptable condition.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

4. High school tracks can be rented only after the USHAA sanctioned track season. Track and field events would be considered a stadium rental.
5. *Baseball and softball fields can be rented after the regular UHSAA sanctioned season.
6. *High school natural grass fields can be rented after the regular UHSAA sanctioned season.
7. No outside use of grounds will be allowed during school hours.
8. Ongoing, organized groups will not be allowed to have unscheduled or uncharged activities.
9. 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.
10. ** If renting baseball, softball or soccer fields, there will be a \$45/hour charge for custodial or district supervision.
11. No playing on wet fields, to prevent damage and a negative impact on school programs.
12. No tampering, modifying, or abusing of the field-watering equipment is allowed.
13. Users must be respectful and considerate of private properties bordering school grounds.
14. 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.
15. 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.
16. Driving of vehicles on playing fields or playground asphalt areas is prohibited.
17. Parking must be in designated parking areas only.
18. No double-parking, parking in emergency access lanes or along red curbs.
19. Removal of bollards is prohibited.
20. No alcohol, tobacco, or drugs are allowed on school grounds, as per UT State Code.
21. No loud music or inappropriate conduct.
22. All trash must be picked-up at the conclusion of use each day.
23. No climbing on fences or backstops, to prevent damage or injury.
24. Rental groups must be willing to accept a hold harmless agreement accessible in School Space for Field usage. (Permit and Use Agreement of School Facilities and Grounds).
25. Public yard sales are prohibited.
26. Car washes of any type are not allowed on school property, in accordance with the Utah Division of Environmental Quality.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

These guidelines will be available 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.

* Jordan School District reserves the right to deny any field rentals based on weather, field conditions, scheduled UHSAA sanctioned activities during the designated season or any other circumstance.

** If renting baseball, softball or soccer fields, the school may choose to waive those fees at their discretion.

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.
- 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.
- 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>

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, 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;
 - (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 non curricular 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 non curricular clubs; and
 - (b) The school may provide financial or other support to curricular clubs.
- (3) The following rules apply to non curricular clubs:

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

- (a) a preference or priority may not be given among non curricular clubs;
- (b)(i) a school shall only provide the space for non curricular club meetings; and
 - (ii) a school may not spend public funds for non curricular clubs, except as required to implement the provisions of this part, including providing space and faculty oversight for non curricular clubs;
- (c) a school shall establish the non instructional times during which non curricular clubs may meet;
- (d) a school may establish the places that non curricular clubs may meet;
- (e) a school may set the number of hours non curricular clubs may use the school's facilities per month, provided that all non curricular clubs shall be treated equally; and
- (f) a school shall determine what access non curricular clubs shall be given to the school newspaper, yearbook, bulletin boards, or public address system, provided that all non curricular 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 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. (see pg. 8)

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

JORDAN SCHOOL DISTRICT

Number: DA151
Effective: 1/25/72
Revision: 9/8/08
Reviewed:
3/26/13

Statement of
POLICY

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.

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 2: Charitable or non-commercial organizations from within Jordan 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 3: 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.

**JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines**

Building Rental Fee Schedule:	Category 1*	Category 2*	Category 3*
Auditorium			
Middle Middle Kiva/Little Theater High	By Agreement	\$50/hour	\$350/hour
	By Agreement	\$45/hour	\$350/hour
	By Agreement	\$75/hour	\$350/hour
Media Center			
Elementary Middle High	By Agreement	\$30/hour	\$350/hour
	By Agreement	\$45/hour	\$350/hour
	By Agreement	\$65/hour	\$350/hour
Gym or Tech Atrium			
Elementary Gym Middle Gym High Gym High auxiliary Gym or Tech Atrium	By Agreement	\$30/hour	\$200/hour
	By Agreement	\$45/hour	\$350/hour
	By Agreement	\$65/hour	\$350/hour
	By Agreement	\$45/hour	\$300/hour
Dance/Wrestling Room			
Middle High	By Agreement	\$50/hour	\$150/hour
	By Agreement	\$60/hour	\$150/hour
Classroom			
All schools	By Agreement	\$20/hour	\$100/hour
Commons Area			
All schools	By Agreement	\$30/hour	\$200/hour
Cafeteria			
All schools	By Agreement	\$45/hour	\$150/hour
Equipment			
Misc. Equipment (as available)	By Agreement	\$25/hour	\$25/hour
Sound system, or audio/visual	By Agreement	\$25/hour	\$25/hour
Piano (upright)	By Agreement	\$60	\$60
Piano (baby grand)	By Agreement	\$100	\$100
Personnel			
Custodian Each adult supervisor/technician Each student technician	\$45/hour	\$45/hour	\$45/hour
	\$45/hour	\$45/hour	\$45/hour
	\$15/hour	\$15/hour	\$15/hour

Computer labs, tech labs, shops, weight rooms and specialty equipment, etc. are not to be rented

***All categories are assessed the \$45 per hour custodial fee.**

***See Category definitions on page 18**

**JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines**

Outside Facility/Grass Field Rental: Elementary and Middle Schools:	Category 1*	Category 2*	Category 3*
Play Fields	No Charge	\$10/hour	\$30/hour

Outside Facility/Grass Field Rental: High Schools:	Category 1*	Category 2*	Category 3*
Baseball Fields (per field) **	No Charge	\$30/hour	\$50/hour
Softball Fields (per field) **	No Charge	\$30/hour	\$50/hour
Soccer Fields (per field) **	No Charge	\$30/hour	\$50/hour
Stadium	No Charge	\$150/hour Artificial turf fields only	Not Available
Tennis Courts (per court)	No Charge	\$10/hour	\$20/hour
Tracks	No Charge	\$30/hour	\$50/hour

School Parking Lots, All:	Category 1*	Category 2*	Category 3*
	No Charge	\$10/hour	\$30/hour

Jordan School District reserves the right to deny any field rentals based on weather, field conditions, scheduled UHSAA sanctioned activities during the designated season or any other circumstance.

*See Category definitions on page 18

** If renting baseball, softball or soccer fields, the school may choose to add a \$45/hour charge for custodial or district supervision.

JORDAN SCHOOL
DISTRICT
Facility Rental
Guidelines

High School Stadium/Artificial Turf Rental

High school stadium/artificial turf fields are available to rent for Category 2 users only.

Category 2: Charitable or non-commercial organizations from within Jordan 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.

Stadium/artificial turf field rentals are subject to all applicable Utah State Codes, Jordan School District Policies and Facility Rental Guidelines.

Stadium/Field Rental Fee: \$150/hour. This includes the stadium, artificial turf field and restrooms. *Ticket booths, concession booths and locker rooms are not available.*
\$50/hr. Jordan School District high school clubs only.

Stadium lights: \$25/hour.

Sound System, Scoreboard & Press box: \$25/hour.
A Jordan School District technician must be hired to operate the sound system, scoreboard and light equipment.

Each Technician: \$45/hour. **Required** for use of sound system, scoreboard and light equipment.

Each Custodian: \$45/hour., as per agreement between school, Facility Scheduling Office and renter.

Recommended number of custodians needed, based on crowd size:

200 people or less	1 Custodian
200-400	2 Custodians
400-1,000	3 Custodians
Full Stadium	4 Custodians (minimum)

Each Supervisor: \$45/hour.

Police Officers: Jordan School District highly recommends that the renter contract with the local police department to provide security at competition events. Police department will dictate the hourly rate and number of officers required based on crowd size and type of event