



## **SECTION VI: BUSINESS & TECHNOLOGY**

## **POLICY 6265**

### **USE OF DISTRICT VEHICLES**

School vehicles are acquired with public funds and are to be used for the benefit of the school district, related services, and official school business.

Unless specific authorization for exception is given by the Superintendent of Schools or designee, all school owned vehicles shall be parked at designated district locations after business hours, at night, weekends, holidays, and/or non-contracted work days.

Employees may not operate District vehicles without proper licenses, as required by State law for the type of vehicle being operated. All traffic and parking laws shall be observed and the vehicle operated in a safe and prudent manner. Drivers are personally responsible for the payment of all fines incurred as a result of traffic violations. Drivers are responsible for reporting to their immediate supervisor all traffic violations received and all accidents occurring in a school vehicle.

Upon authorization of the Superintendent of Schools or designee, a school owned vehicle may be assigned to  
To an employee in a position whose job responsibilities, as determined by the District, merit the full-time use of a district owned vehicle. In such a circumstance, employees are required to comply with regulations outlined in IRS code.

Employees assigned full-time use of a district vehicle are required to document all mileage driven for personal use. Mileage logs are to be kept by the employee monthly, and submitted to \_\_\_\_\_the transportation department quarterly. Business mileage is defined as miles driven from building to building within the district, and travel to and from district approved meetings, conferences, workshops, and specific events, for which attendance is required by the district. All other miles incurred while driving a district vehicle are defined as personal, including commuter miles from home to work and work to home, and must be documented and submitted per IRS regulations.

Source: *Broken Arrow Board of Education policy adoption, <DATE>.*



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

#### **Application**

All organizations or individuals will make application online through the facility management software at [www.baschools.org](http://www.baschools.org), at least twenty (20) days before the date the use of the facility is requested. If the request is one with regularly occurring usage dates, approval may be given for the entire schedule. Once the application and required documents are received by the Facilities Department the application will be presented to the Facility Use Committee for approval and the assignment of fees. Should a conflict develop with a school activity, the District reserves the right to cancel the permission granted, or to suggest a change to a mutually satisfactory location, date and time.

#### **Permitted Use**

Permission for use of school facilities belonging to the District may be granted to community organizations or individuals whose function is educational, political, literary, cultural, religious, scientific, civic, or recreational for purposes and programs that:

1. Are beneficial to the youth of the community, community at large, or the program(s) of the District.
2. Are acceptable to the Facility Use Committee or designee.
3. Do not result in an increased tax burden on the citizens of the District.

#### **Priority Use**

Priority usage of facilities will be given to school functions. The Facility Use Committee will consult with site leadership to determine scheduling of school facilities.

#### **Prohibited Use**

School facilities will not be used for:

1. Meetings promoting subversive teachings and doctrines contrary to the spirit of American institutions.
2. Any activities violating the patterns of good taste, manners or morals, or is destructive or injurious to the buildings, grounds or equipment.
3. Activities tending to cause unrest in the community or reflecting upon or promote discrimination against citizens of the United States because of race, creed, or gender.
4. Any purpose in conflict with school objectives or not approved by the Facility Use Committee or designee.



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

#### **Payment in Advance**

Some payments for the use of school facilities are required in advance and must be received at the Education Service Center at the time of approval. In such cases the deposit for rental will be 50% of the rental fee. The Facilities Department will inform the applying party of any advance payment requirements and pricing at the time the application approval is communicated. Payment will be accepted in form of a check, cashier's check or money order.

#### **Responsibility of Applicant**

The applicant and the organization will be held responsible for the proper use of the building and for the conduct of persons attending the event. The following guidelines must be met or followed:

1. See to it that activities are confined to the areas requested and to the hours agreed upon in the application.
2. The consumer will indemnify the District for any theft, loss or damage to school property over and above the normal wear expected from the use thereof, and will make prompt payment for such theft, loss or damage.
3. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision.
4. All applications for repetitious use of school facilities will be renewed annually and subject to review by the Administration. Users of school property must assume responsibility for the safety and protection of the audience, workers, and participants to the extent required by law.
5. All rooms or areas will be left in as good condition as they were found, except the usual accumulation of wear and tear resulting from normal building use.
6. No applicant may sublet any part of the building area named in the application request.

#### **Insurance Requirement**

The Facilities Use Committee or designee reserves the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require there be evidence presented to the Facilities Department in the form of a certificate of insurance, showing Broken Arrow Public Schools as an additional named insured.

1. Users of District facilities may be required to obtain a commercial general liability policy with a Combined Single Limit of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
2. A copy of the certificate of insurance with Broken Arrow Public Schools listed as an additional named insured must be provided to the Facilities Department.



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

#### **Damages**

The Facilities Department or designee will review damages to the school property. All rooms or areas will be left in as good condition as they were found, except the usual accumulation of wear and tear resulting from normal building use. If excessive cleaning is required, an additional fee will be charged for the staff and equipment needed to complete the cleaning.

#### **Time Limits**

In order to meet the needs of our students and their families the District has placed time limits of the use of our facilities.

1. Permission for non-school afternoon meetings will be granted between the hours of 6:00 p.m. to 10:00 p.m., with possible exceptions to our Central on Main Building or Performing Arts Center. Special permission must be granted by the Facilities Department for any extension of time.
2. Admission to school facilities will not be permitted more than 30 minutes before the time stated on the application.
3. All facilities must be cleared within 30 minutes after the closing time stated on the application.
4. Requests for morning, afternoon, and/or evening use all on the same day will be approved at a rate that is quoted.

#### **Cancellations**

Failure to cancel a request by the applicant to use school facilities at least 24 hours in advance of the meeting will obligate the applicant and the organization to pay for all custodial and other expenses incurred in opening the building for use. The District reserves the right to cancel permission whenever such action is deemed in the best interest of the District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the Facility Use Committee or designee if conduct or infraction of regulations warrants.

#### **Holidays**

As a rule, school properties will be unavailable for use by outside organizations on school holidays. Should one or more meetings approved as a series of meetings fall on such days, meeting dates will be automatically canceled for these days only.

#### **Non-school Days and School Cancellations**

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the Facility Use Committee, and provided such use does not conflict with use of the facilities by school organizations or students. School facilities will not be available on days when school maybe cancelled unless it is determined by the Facility Use Committee to meet special circumstances that would allow for the activity.

#### **Charges**

Charges made for the use of school facilities are based on the cost of operating expenses not otherwise incurred such as utilities, supplies, maintenance of facilities, security, custodial services,



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

cafeteria services, District personnel or administration services necessary to process each application, as well as a charge for the use of the space. Such reimbursement charges are subject to change as the Facility Use Committee may deem necessary. Charges collected by the District will be allocated first to the recovery of direct expenses associated with the use of the facilities (i.e., utilities, custodial overtime, etc.) with the remainder to the District for recovery of indirect expense.

#### **Building Use without Charge**

School organizations, educational organizations, and groups that provide information for the good of the community are granted building use without charge, with the exception of our Central on Main Building and the Performing Arts Center, as long as such use does not conflict with other scheduled activities. Examples include:

1. Student Organizations and Booster Groups
2. District Alumni Groups
3. Oklahoma Education Association, Broken Arrow Education Association, Professional Oklahoma Educators, School Board Organizations
4. Parent-Teacher Association and District Associated Booster Club
5. Homeowners' Associations; one meeting annually
6. District Performance Groups
7. Patriotic Groups, such as Boy Scouts and Girl Scouts; one meeting annually per site

Except in special situations, building use charges are not usually assessed against school-affiliated organizations for their regularly scheduled meetings occurring before 10:00 p.m. on school days unless:

1. The hours of usage should extend beyond the regularly scheduled hours of the District staff member(s) present for the meeting or occur on a non-school day such as weekends; the group may be charged the incurred overtime expenses for custodial, stagecraft, security, and/or cafeteria services as required, according to the pay scale as determined by the Facility Use Committee or designee.
2. Organizations qualifying for use of meeting space without charge on school days may be charged regular or special rates for meetings held on non-school days and for meetings held on school days that extend beyond 10:00 p.m., for use of recreational facilities such as gymnasiums, and for all fundraising activity meetings.

#### **Custodial Care**

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The following guidelines are provided to staff working events:



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

1. The custodian will return to open the building before the time set for the meeting, arrange the requested facilities and serve as the official representative of the District.
2. No one except the qualified custodian will be allowed to operate or adjust equipment in the building.
3. Upon conclusion of the event, the custodian will clean, properly arrange the facilities, and carefully inspect premises before locking the building.
4. For situations in which the event does not materialize and has not been previously canceled, the custodian will remain on duty for 30 minutes after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, the custodian will lock the building.
5. Custodians are instructed not to open any areas other than those approved in the application. Additional space may be arranged by filing another application.
6. Emergency needs may be requested by telephone to the Facilities Department.
7. For certain approved groups using school (school affiliated or cooperative) facilities between 3:30 p.m. and 10:00 p.m. on days when school is in session, no charge will be made for custodial services provided the amount of building area used is limited so it does not interfere with the custodian's regular clean-up work and does not warrant special attention. The custodian will be asked to work around the areas in use.

#### **Police Guards**

Uniformed officers must be on duty when so directed by the site Administration and/or the Facilities Use Committee. All charges are the responsibility of the user and will be billed through the Facilities Department.

#### **Alcohol, Drugs, Tobacco, Electronic Cigarettes and Dangerous Weapons**

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs), including tobacco and electronic cigarettes, will not be permitted on school property. Organizations using school property for any purpose are expected to comply with the district policy concerning the use of tobacco on school property.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although individuals with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at the school and the individual uses the weapon in accordance with the permission granted.



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

#### Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted through the application process. Such use does not include automatic permission to use the apparatus (including scoreboards) and other special athletic equipment belonging to the school. Special permission from the athletic director must be given and approved by the Facilities Use Committee. Practice sessions will be allowed to non-school groups provided such sessions do not involve the presence of spectators. In those instances where team competition is involved, it must be clearly understood no team sponsored by an organization other than the schools will be identified by name as representing any school in the District.

#### Athletic Practice Sessions, Special Rate Qualification

To encourage use of gymnasiums by community groups for basketball, wrestling and other sports, a special rate is applicable to those who meet the following requirements:

1. Groups cannot use gymnasium facilities to practice outdoor sports such as baseball, softball, soccer, football, etc...
2. Group agrees to pay building supervisors for continuous patrolling of building during entire period of usage by the group to be determined by the Facility Use Committee for control of building entrances when spectators are present. Building supervisors must maintain discipline and order throughout the period of building usage, maintain continuous patrolling of facilities to prevent loitering in the halls and rest rooms, provide protection against entrance of school building by unauthorized person or persons, and prevent use of any part of the building facility other than those indicated in the request.
3. Group is responsible for any damage.
4. Group agrees locker room and shower room will not be used.

The custodian in charge will permit no admission to the building until both building supervisors and coaches are present.

#### Intersession Educational Programs, Camps, Clinics, or Lessons Using District Facilities

Staff of the District may conduct approved programs benefiting youth and furthering the objectives of the District during the intersession between their normal contracts assigned working schedules. If those programs require a fee from students, the staff member is required to complete the Application for Use of School Buildings and the following conditions may apply:

1. If the sessions are structured as a School Activity Fund (SAF) fundraiser, the staff member may receive pre-approved stipends as an expense of the project. The revenues will be deposited into the SAF account, and no rental fees will be charged to the staff member.
2. If the sessions are structured for the staff member to charge the students a fee (and the program is not a SAF fundraiser), because the staff member is unpaid by the District and is conducting the intersession program for youth in the public interest, then reasonable facilities



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

use fees will be charged to the staff member and the staff member may retain the student fees as compensation.

3. The Facilities Department will conduct surveys each year of surrounding school districts and, after consulting with the Facilities Use Committee, will set reasonable, similar, and competitive District Facilities use rates for this purpose. If those programs do not require a fee from students or program sponsors, then the program will be treated as if it were a similar program being conducted while school is in session and normally no fees will be charged.

#### Apparatus and Equipment

Requested use of any school equipment such as public address systems, projection equipment and screens will be included in the application. Classroom apparatus, such as shop, science, physical education, homemaking, music, business education, art laboratory, data processing equipment and athletic equipment regularly used for school instruction will not be available for use by non-school groups. School equipment is not available for use off school premises unless it is beneficial to the District in carrying forward its programs.

#### Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's own staff as may be required. In planning an event to use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the rigid requirements of health and sanitation authorities, the use of cafeteria kitchen facilities must be under the direct control of the Child Nutrition Department.

Refreshments will be served only in cafeterias, unless other areas have been approved by the principal or designee.

#### Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

#### Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The following administrative regulations will be used as a guide:

1. No automobiles, motor scooters, motor bikes, or other such licensed vehicles are to be driven onto the playgrounds.
2. Sports activities will be permitted as long as there is no damage to neighboring or school property.





## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6270**

### **USE OF SCHOOL FACILITIES**

3. A certificate of insurance providing minimal limits of liability and property damage must be on file with the Facilities Department.

#### **Concessions**

Concession rights at all school facilities are reserved for the District. These may be assigned to school organizations upon request or may be contracted with outside vendors. Outside vendors must be approved by the School District.

#### **Payments**

Payments for rentals with the exception of the Performing Arts Center are to be made at or mailed to the Broken Arrow Education Service Center, 701 South Main Street Broken Arrow, Oklahoma 74012. Checks or Money Orders are the only acceptable forms of payment. Make checks/money orders payable to Broken Arrow Public Schools General Fund. Payment in full is due within 30 days after the event. Include a copy of your invoice with payment.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, March 12, 2012.*  
*Broken Arrow Board of Education policy revised, December 8, 2014.*  
*Broken Arrow Board of Education policy revised, March 7, 2016.*  
*Broken Arrow Board of Education policy revised, December 11, 2017.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*