Community Use Of Facilities

Regulations and Schedules of Charges

Department of District Operational Services
Permits Office
3215 Cuming Street
Omaha, Nebraska 68131-2024
531-299-9835
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Community Use of Facilities

The use of public school facilities by various school and non-school community organizations is in the interest of the general public. In recognition of this fact, the Board of Education encourages the use of the facilities of the Omaha Public Schools by responsible groups as stated in School District Policy 7.02.

The following rules and regulations have been developed to regulate such use of School District property by those school and non-school organizations whose purposes and activities are related to or compatible with the objectives of the Omaha Public Schools.

Application Procedures

Any organization wishing to use Omaha Public School facilities must make application in writing through an authorized representative on the form provided for that purpose. Application forms may be obtained online at district.ops.org/DOS, from the office of the building principal or the office of District Operational Services. The application may also be requested by phone, 531-299-9835. Requests must be made at least five (5) working days prior to the date requested to guarantee time to notify all parties concerned. Submission of an intentionally inaccurate application will result in forfeiture of future use.

Requests for a series of meeting dates should indicate the entire schedule on the application. Approval will be given for the specific times indicated for those dates that school is in session. Applications for the use of school buildings and facilities MUST BE RENEWED EACH SCHOOL YEAR. All requests must be signed by the principal or authorized building representative before approval will be granted.
**Permitted Uses**

Permission for use of facilities may be granted to those groups whose activities are educational, political, cultural, religious or recreational, and considered to be beneficial to the communities served by the Omaha Public Schools. Certain non-school and commercial uses are allowed if the requested activities fall within the allowable guidelines of these procedures.

The district will enter into certain reciprocal agreements for use of facilities with organizations such as the University of Nebraska, American Red Cross, City of Omaha, and formal school partner organizations. Such agreements will serve as addendums to these procedures.

The Omaha Public Schools reserves the right, in the event of an emergency requiring the use of the facility for a school event or adverse weather conditions, to cancel or postpone the use granted in a permit without penalty to the Board of Education. Whenever schools are closed as a result of inclement weather, all permits for that period will be automatically postponed. Every effort under such conditions will be made to reschedule the use for a mutually satisfactory time.

**Limitations and Restrictions on Use of School Facilities**

Permission will not be granted to any group for (1) fundraising purposes except those intended to be of a benefit or service to students or staff of the school district as noted in Policies and Regulations; (2) activities which may result in damage to a facility or its equipment, (3) activities which violate election guidelines as noted in the Policies and Regulations, (4) the advancement of any doctrine/theory subversive to the Constitution or laws of the State or Nation, (5) gambling, (6) wedding receptions or private parties.
**Reassignment** - No organization or individual having been issued a permit for use of a school facility can sublet or assign any part of the facility to another individual or group.

**Smoking/Alcoholic Beverages** - The use of alcohol shall not be permitted on school property. No smoking is permitted on school grounds at any time.

**Use of Candles** - As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Decorations must be fireproof and erected in a manner not destructive to school property.

**Use of School Equipment** - Office equipment, classroom apparatus, such as industrial technology, science, physical education, family consumer science, music, or business education, which is regularly used for school instruction, is not available for use by non-school groups.

**Transfer of School Equipment** - School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward the Omaha Public Schools program. An organization must have consent of school officials.

**Donated Equipment** - All equipment furnished to the district or to any individual school within the district immediately becomes the property of Omaha Public Schools but does not transfer any implied obligation for future maintenance or replacement in the case of theft or damage.

**Cancellations** - Request for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so shall obligate the applicant and organization to pay for all custodial and other such expense as are incurred in specifically opening the building to meet the application request. Cancellations due to inclement weather will not be penalized.
Holidays - As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meetings shall be automatically canceled for the holidays only and rescheduling of the meeting determined for a mutually convenient date.

General Conditions

Responsibility of Applicant - The applicant and organization shall be held fully responsible for the proper use of the building facilities, the conduct of the persons in attendance and the scheduling of the activities within the time limit of the Permit. All activities must be under the sponsorship and supervision of a competent adult who is directly responsible to the organization requesting the Permit.

Should damage or theft occur as a result of failure to accept this responsibility, the individual or organization shall make prompt payment for any assessments levied by the School District.

Representatives of the District Operational Services Department shall be the judges of unwarranted damage to school property. Should circumstances indicate possible abuse of school property, a deposit in advance may be required.

Payment Procedures - All payments for the use of school facilities must be received in the Department of District Operational Services no later than 5 WORKING DAYS PRIOR TO THE EVENT. Checks shall be made payable to Douglas County School District 0001. Failure to comply with this regulation shall be considered justification for canceling the Permit or withholding permission for subsequent use of a school facility.
Insurance - The Board of Education reserves the right to require prescribed limits of public liability and property damage insurance for groups using any school facility and to require that evidence of such insurance be presented at the time of application. A certificate of insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 must be provided to the Department of District Operational Services before use of the pool/facilities. Omaha Public Schools must be named as the Additional Insured for General Liability.

The School District assumes no responsibility for loss or damage to any equipment owned by persons or groups renting facilities.

Time Limits - Request for morning, afternoon, and/or evening use all on the same day will be approved at a rate quoted as if each were a separate session. Rehearsal rates may be established at a lower scale than performance rates. In computing custodial time, thirty minutes before and after the time shown on the application is added to allow for the time the custodian(s) is available for opening and closing duties related to the activity, for example, the building will be available at 7:30 p.m. for a program scheduled for 8:00 p.m.

Permission for afternoon meetings during the school year prior to school dismissal times or extended beyond 6:00 p.m. on regular school days shall not be granted. Evening meetings, except in the case of dinner meetings, may not begin prior to 6:30 p.m. nor extend beyond 10:00 p.m. No exceptions.

Security Personnel - Uniformed security personnel approved and secured by Omaha Public Schools must be on duty when so directed by the principal or Office of the Chief Operations Officer and will be computed in the fee.
Auditorium and Related Equipment - A request to use stage equipment such as public address systems, projection equipment and screens, spotlights, stage sceneries, and pianos may be included in the application for auditorium use. All such equipment and properties shall be operated, moved and controlled only by the Stage Director and/or authorized assistants. In schools without a stage manager, all equipment and properties shall be operated only by persons specifically designated by the Department of District Operational Services or by the principal of the building.

Liquid or propane fueled vehicles are not allowed in school buildings.

Athletic Activities - Permission for athletic activities involving the use of school facilities by non-school groups may be granted. Such use does not include permission to use the apparatus and other special athletic equipment belonging to the school. Practice sessions shall be allowed for non-school groups, provided such sessions do not involve the presence of spectators.

Swimming Pools - Swimming pools are available to organized groups provided such use does not interfere with the regular program of Omaha Public Schools, and provided further, that a sufficient number of lifeguards with current Red Cross Senior Life Saving Certificates (1 per 25 participants) be on active duty at all times. The name of such person or persons must be provided in advance of the use of facility. A certificate of insurance must be provided in writing at time of application. (See General Conditions, Insurance).

The maximum water temperature in swimming pools during competition season will be 80° F with maximum air temperature being 84° F. The Head Custodian, Shift Engineer and/or Maintenance Staff are the only persons authorized to make adjustments to maintain the operating temperatures.
Food Service - The use of cafeteria dining rooms may be granted with or without use of kitchen facilities. No organization may have access to the cafeteria kitchen area unless the cafeteria manager or designated representative is present. This person will be in charge together with such additional paid help from the building staff as may be required. In planning an event that will use the cafeteria kitchen equipment, the area Food Service Supervisor and the Cafeteria Manager must be involved in the planning, operation, and supervision of such a project. Because of the food supplies, expensive equipment, and the necessary rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the School District Nutrition Services Division.

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

Use of School Grounds - School grounds may 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 or others in the neighborhood. In effecting the above policy, it is realized that each case be considered separately. However, the following administrative regulations will serve as a guide.

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs upon approval of application to use such a facility. Should other groups require scheduling at this same location the right to re-adjust schedules is reserved by the Omaha Public Schools. There must be cooperation between groups using the fields at the same time. Groups will be held responsible for any property damage occurring at the time of their tenure. Teams are responsible for care of grounds. All litter must be cleared after each use.
2. Approval of such application does not include use of any building facility. Application for use of restrooms may be made subject to advance payment of the minimum standard charge.

3. Horses, motorized vehicles and power-driven recreational equipment shall not be permitted on school premises unless present under one of the exceptions specifically enumerated in these regulations. Subject only to regulations four (4) and five (5), which follow, motor-powered vehicles and motor-driven recreational equipment shall not be permitted on school grounds not specifically set aside for parking or driving.

4. School service, emergency vehicles and vehicles present at the request of the School District shall be permitted to drive or park on any portion of the school premises necessary to accomplish their function.

5. The Chief Operations Officer may grant special permits for the use of horses, motor-driven vehicles and motor-powered recreational equipment for those activities which are conducted as a part of a school-related function or which accomplish a civic purpose.

6. Motor-driven vehicles shall be permitted in parking and roadway areas on school premises for the purpose of transportation to and from school facilities so long as such vehicles are operated in a safe and lawful manner.

7. Persons violating these regulations will be considered trespassers. Whenever feasible, school officials or employees will request violators to leave before requesting assistance from local law enforcement agencies.
Church Services - Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency conditions or for organizational efforts of a group to build or expand a church facility. In no instance will such temporary use be extended over one calendar year unless clear evidence exists that a permanent structure is being constructed.

Custodial Services - School custodian(s) in sufficient number are assigned for continuous duty during the time the group is using the school facility. This is in accordance with the Omaha Public Schools, local, and state building and fire regulations. The custodian will open the building prior to the time set for the meeting, make any necessary arrangements for the requested facility and be on call should the need arise during the time of the meeting. No one except qualified custodians shall be allowed to operate or adjust equipment in the building. In certain schools, the presence of a stage manager to operate stage and auditorium equipment is mandatory and will be included in any charges made for the use of the facility.

For situations in which the meeting does not occur and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meetings, and if no word is received within that period indicating a later starting time, will lock the building and leave. The minimum fee will be charged to the renting organization and custodial services will be paid for the time spent at the building.

Custodians are instructed not to open any areas other than those requested in the application. Additional space may be arranged by filing an additional application.

For certain approved groups, (i.e. Boy Scouts, Girl Scouts, Campfire Girls and Boys using school facilities between 3:30 p.m. and 5:30 p.m. on days when school is in session, no charge will be made for custodial services provided the amount of building area is limited so that it does not interfere with the custodian's regular routine. The custodian will be asked to work around this area and group.
Building Use Without Charge

School organizations such as school-sponsored student organizations, school employee groups, and educational organizations such as the Omaha Education Association are granted building use without charge as long as use does not conflict with regular school activities. Non-profit school and youth related organizations that draw their membership from within the school district may also qualify certain activities for facility use without charge. Personnel charges may still apply.

No rental fee shall be charged the following school affiliated and community-youth serving organizations for their regularly scheduled meetings.

1. Parent-Teacher Association - Monthly meetings (afternoon or evening).

2. School or school activity booster clubs regular meetings (afternoon or evening).

3. Cub Scouts/Boy Scouts - Weekly and/or monthly pack meetings (afternoon or evening).

4. Girl Scouts - Weekly and/or monthly pack meetings (afternoon or evening) and one annual awards day.

5. Campfire Girls and Boys - Weekly and/or monthly pack meetings (afternoon or evening).

6. **YMCA, YWCA, 4-H** - Weekly and/or monthly meetings (afternoon or evening).

7. Omaha Public School employee organizations for regular meetings that are non-fundraising activities.

8. Governmental agencies as polling places for regular special elections.

9. Other endorsed organizations that are similar in nature.
If there should be additional meetings of the above mentioned school affiliated and community youth serving organizations, they will be charged at the Individual or For Profit Rate as required according to the schedule of charges attached to these procedures.

Organizations that qualify for use of meeting space without charge on weekdays may be charged regular rates for meetings held on Saturdays and Sundays, for use of recreational facilities, service of food, and pool areas (see schedule of charges for full details).

**Building Use Subject to Charges**

Charges made for the use of school facilities are not rentals, as that term is generally considered, but are based upon costs of operating expenses that would not otherwise have been incurred. This includes items such as utilities, supplies, maintenance of facilities, custodial and cafeteria services as well as clerical services necessary to process each application. Such charges are subject to change, as the Omaha Public Schools may deem necessary.

**User Charges:**

**Use Without Charge Organizations (p. 10)** will be charged the Non-Profit Rate when admission charges or contributions solicited are expended for the welfare of pupils of the district.

**Non-profit organizations, not qualifying for the Use Without Charge**, will be charged the Non-Profit Rate.

**For profit organizations** will be charged the Individual or For Profit Rate.
## Schedule of Charges
### 2016-2017

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>FOR PROFIT RATE</th>
<th>NON-PROFIT RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms/Hallways</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Elementary Auditorium, Gym, or Multipurpose Room</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Locker Rooms and/or Dressing Rooms</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Middle or High School Auditoriums</td>
<td>Performance: $450, Rehearsal: $225</td>
<td>Performance: $225, Rehearsal: $112.50</td>
</tr>
<tr>
<td>Middle or High School Gyms</td>
<td>$300.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>League Sports (Adult)</td>
<td>$50 per 2 hours</td>
<td>$25 per 2 hours</td>
</tr>
<tr>
<td>Café/Dining Rooms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School, High School or Teacher Administrative Center</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Stadiums:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Rate</td>
<td>$350.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Night Rate</td>
<td>$900.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Central High Courtyard or North High Viking Center</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Not Available</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

### PERSONNEL CHARGES (PER HOUR, PER PERSON)
- Custodian (weekends): $40.00
- Stage Manager (if necessary): $30.00
- Security Guard (if necessary): $35.00, three (3) hour minimum
Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status, or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to address inquiries regarding the non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (531-299-9822).

Las Escuelas Públicas de Omaha no discriminan basados en la raza, color, origen nacional, religión, sexo, estado civil, orientación sexual, discapacidad, edad, información genética, estado de ciudadanía, o estado económico, en sus programas, actividades y empleo, y provee acceso equitativo a los “Boy Scouts” y a otros grupos juveniles designados. La siguiente persona ha sido designada para atender estas inquietudes referentes a las pólizas de no discriminación: El Superintendente de las Escuelas, 3215 Cuming Street, Omaha, NE 68131 (531-299-9822).