

1001 USE OF SCHOOL FACILITIES BY COMMUNITY ORGANIZATIONS

The Woodbridge Board of Education encourages the use of the school facilities by community groups and organizations. A policy has been designed to allow for the maximal use of operation. A completed application form must be returned to the office of the Director of Administrative Services (337-7990) at least two (2) weeks prior to the need of the facility.

Rate Schedule for Use of School Facilities

Chief Custodian	\$ 45.00 per hour
Custodian	\$ 35.00 per hour
Cafeteria Manager	\$ 45.00 per hour
Cafeteria Worker	\$ 35.00 per hour
Classroom	\$ 40.00 per day
Auditorium	\$ 200.00 per day/\$300.00 per day with air conditioning
• Sound System WHS system)	\$ 25.00 per day (only the Woodbridge staff can operate the
• Theatrical Lights WHS system)	\$ 50.00 per day (only the Woodbridge staff can operate the
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• AV Technician	\$ 45.00 per hour
• Gymnasium	\$ 125.00 per day
• Scoreboard	\$ 20.00 per day
Cafeteria (not kitchen)	\$ 150.00 per day/\$250.00 per day with air conditioning
Athletic Field w/lights	\$ 35.00 per hour
Athletic Field w/out lights	\$ 20.00 per day per field
School Public Address System	- \$ 20.00 per day

Notes: Hallways – No Charge
 Lobby – No charge if used in conjunction with other areas.
 Itemized list of personnel charges will be presented as a part of invoice.
 Required personnel charges will be made to all organizations.
The Superintendent and/or designee reserve the right to limit the use of athletic fields to preserve the playability for our student athletes.

Certificate of Insurance is required for all Category II and Category III groups. The Woodbridge School District has the right to reject any facilities usage request. Each request will be reviewed on an individual basis for approval or rejection. The length of requests will not exceed two (2) months, except in the case of fields which may be requested for the duration of a sports season.

School authorities must be notified of any cancellations at least 48 hours prior to the scheduled event; otherwise, charges may be assessed. All activities will be cancelled when schools are closed due to inclement weather.

One (1) custodian will be assigned for each four (4) classrooms or equivalent space used. For large gatherings, 300 or more persons or where more than one (1) large area is occupied by the activity, at least two (2) custodians will be assigned. For use of the entire school building, including food service areas, a chief custodian will be assigned.

Each of the school cafeteria managers has the available staff to assist the organization in the preparation and/or serving of food for an event. Any organization desiring assistance should contact the cafeteria manager for an estimate. All arrangements for these services will be made directly between the organization and the cafeteria manager. Before a group or organization can request the use of the cafeteria staff, they must first receive approval for use of the facility from the office of the Director of Administrative Services. All kitchen use requires the presence of the cafeteria personnel.

The facilities of the Woodbridge School District shall be available for use by community groups and organizations in accordance with the laws of the State of Delaware and the following policies established by the Woodbridge Board of Education providing such use does not interfere with the regularly scheduled instructional program of the District.

Applicants for permits will be held responsible for any use or activity which a building or premise is placed under the permit granted. Boisterous conduct, profane or improper language, use or possession of intoxicating liquors on the premises, or any other objectionable practice will not be tolerated. On any use of school property, the user will be held responsible for injuries or property damage which may occur as a result of such use. Food or liquids shall not be taken into the auditorium. Smoking, the use of tobacco products or eCigarettes are not permitted in any school building or on school grounds.

Potential users of school facilities will be placed in three (3) categories for the purpose of assessing charges as follows:

Category I – This category includes school-related organizations or other Woodbridge School District organizations that hold fund-raising activities, the proceeds of which are to be used to benefit students of the Woodbridge School District. The organization will receive Category I status **and pay no fees when custodial staffs are normally on duty.**

Category II – This category includes organizations and community groups that are directly related to the “primary purpose of education” and use school facilities at a time when custodial staffs are normally on duty. Such use shall not require the assignment of food service personnel nor involve the use of custodians to prepare for the meeting and ready the facilities for normal school use following the event. Any group wishing to qualify for use of school facilities as a Category II organization shall petition the Superintendent by letter. Such letter shall include the aims and objectives of the group, and how the activities relate to education. A group must have at least 75% Woodbridge

student or staff membership in order to qualify as Category II. Local churches may petition as an exemption for Category II status.

Groups or organizations that have received approval for inclusion on the “Category II List” will be required to reimburse Woodbridge School District for actual costs of food or custodial services if school facilities are requested for use at times when building are not normally in use and staffed with food services or custodial personnel. **They will not be charged fees for normal building use.** If custodial or food service personnel are not available, then the activity will not be approved for the requested date(s).

Category III – This category includes organizations and community groups that are not directly related to the “primary purpose of education”, but certify their reason for use of school buildings to be cultural, civic, political, or recreational. Any group that qualifies for the use of school buildings under the provisions of this category must certify that there is no individual monetary gain for representatives of the organization and that all charges or admissions in excess of costs will be donated to a charitable purpose as defined for the State of Delaware Personal Income Tax. Category III users of school facilities will be assessed charges according to the following policies and at rates established by the Woodbridge Board of Education.

- A. Charges for Use of Facilities During Hours when School are Normally Staffed with Custodial Personnel.
 - 1. Activities that do not require assignment of additional personnel, or extra custodial work involving preparation or clean-up responsibilities beyond regular custodial workloads will not be assessed custodial fees.
 - 2. Any other operational or special costs that might be incurred will be charged to the using organization.

- B. Charges for Use of Facilities During Hours when School are not Normally Staffed with Custodial or Food Service Personnel.
 - 1. a) Activities that require the use of custodial personnel beyond the regularly established work day will be charged at rates established by the Woodbridge School District Board of Education.
 - b) Custodial personnel are required to be present in the building at any time facilities are in use.
 - c) If custodial or food service personnel are not available, then the activity will not be approved for the requested date(s).
 - 2. Organizations charged fees under provisions of this subsection will be subject to charges for the entire time school district personnel are on duty including preliminary preparation activities, during the actual program or event, and throughout the cleanup period.

3. Use of gymnasium includes use of showers and dressing rooms.
4. Any other operational or special costs that might be incurred will be charged to the using organization.
5. Fees equal to the proposed **personnel** time to be worked will be collected as a deposit and are to be paid seven (7) days before the scheduled event. All other fees are to be paid within thirty (30) days after the event. Fees paid after thirty (30) days will be subject to a late fee charge.

Insurance Requirements for Use of WOODBRIDGE Facilities

WOODBRIDGE School district is pleased to work with you on your upcoming use of Woodbridge’s physical facilities for your planned event.

While we welcome the opportunity to open our facilities to scholastic, athletic, and community activities, we are required by our insurance carrier to secure a Certificate of Insurance as proof of your own insurance coverage.

Please contact your insurance agent today and ask them to send you a Certificate of Insurance to turn in with your facility use form to the WOODBRIDGE School District attention Office of Administrative Services, Fax 302-337-7997. The Certificate must meet the following specifications:

1. Certificate Holder:
WOODBRIDGE School District
16359 Sussex Hwy
Bridgeville, DE 19933
2. Name WOODBRIDGE School District as an *Additional Insured* on your policy(ies).
3. *General Liability Insurance* coverage with *Bodily Injury and Property Damage Limits of Liability of at least \$1million Occurrence & Aggregate* as the minimum Limits of Liability.
4. WOODBRIDGE School District is to be added to your insurance policy under a *“Hold Harmless Agreement”/ “Waiver of Liability”* endorsement.

Thank you for your immediate attention to this matter and for your kind courtesy in working with WOODBRIDGE School District to address our insurance concerns.

FIRST READING:	August 5, 2003
SECOND READING AND APPROVAL:	August 19, 2003
BOARD APPROVED:	November 20, 2007
FIRST READING:	May 4, 2010
SECOND READING AND APPROVAL:	May 18, 2010
FIRST READING:	February 4, 2015
SECOND READING AND APPROVAL:	February 18, 2015

1002 REVENUES FROM SCHOOL-OWNED REAL ESTATE

Real estate property owned by the school district and not currently being utilized for educational or operational purposes by the school district may be rented or leased to reliable community agencies, firms or individuals. The Board of Education may designate the Superintendent to negotiate terms and define conditions of lease agreements.

Cost to user groups

Each user of the available space will be expected to reimburse the District on a prorated basis related to this use. This may include normal building upkeep, custodial services, utility expenditures, restroom supplies, insurance, administrative costs, and other such items on a square foot basis which may be identified and included in the lease negotiated with the user. The lease costs will be negotiated and be reflective of District costs, comparable market prices, and the profit/nonprofit status of the proposed tenant. The income from the leasing of space will be received as general revenue recorded in a separate account, and be used to offset the costs of opening and maintaining the school space for other general expense items. The period of the lease will be related to the best estimate of how long the space may not be needed for District programs.

Save harmless provision

The lease for each user will include appropriate language to save the Board and the District harmless against any and all claims, demands, suits or other forms liability that may arise out of this use of school space. Each proposed tenant must comply with all appropriate legal and zoning requirements.

1003 PUBLIC DEDICATION OF NEW FACILITIES

The Board of Education recognizes the benefit of giving the public the opportunity to tour a new building soon after its occupancy. Such a tour is enhanced by a ceremony of dedication, including short remarks by the President of the Board of Education, the Superintendent, the principal, the architect and others named by the Board as appropriate. The Board will determine whether there should be a main speaker, and other features such as an invocation and benediction by local clergy, representatives of the student body, or parents' groups, etc.

1004 NAMES ON PLAQUES

In recognition of public service on providing new and/or improved facilities, the Board will have plaques installed on new construction projects. The plaque will provide the following information:

- Name of the school or building
- Board approved construction date
- Names of Board members approved construction date thusly:
 - President
 - Vice-President
 - Members (in order of number of years on the Board)
- Name of Superintendent, Executive Secretary, Assistant Superintendent and Director of Administrative Services
- Name of Architect
- Name of Contractor/Construction Manager

First Reading:	November 20, 2013
Second Reading/Approval:	December 18, 2013
First Reading:	February 4, 2015
Second Reading/Approval:	February 18, 2015

1005 MEMORIALS

The Board will consider the acceptance of memorial scholarships in honor of persons who have special significance to the students, the school district or the community. A room or item may be named for the person in whose honor the scholarship fund is created. A memorial plaque may be appropriately dedicated wherever a room or item is designated as a memorial in conjunction with a scholarship fund.

Offers of memorial scholarships will be submitted to the Superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund.

Building principals may receive items for their individual schools as a memorial to a student or person having a special significance to the students of that school. Items received as memorials become the property of the school district. Principals must have the Superintendent's approval to accept any item that may require additional maintenance cost to the District. The Superintendent may establish guidelines for the acceptance of such memorials.

1006 DONATIONS

Items bought for the schools by outside organizations become the property of the Woodbridge School District. The receipts of items must have prior approval of the Superintendent.

1007 LEASE POLICY

A lease is defined as a contract by which one conveys property for a specified rent, including straight lease or lease-purchase. The State of Delaware “Lease Policy and Procedures” will be followed.

First Reading:
Second Reading/Approval:

February 4, 2015
February 18, 2015