Building use guidelines

Any local non-profit or civic organization ("organization") wishing to use Sioux Falls public school facilities must submit **an electronic request (see website for instructions) to the Office of Community Relations at least 20 working days prior to the date requested** to guarantee time to complete a Lease Agreement, receive Proof of Insurance, and notify all parties concerned.

Cafeteria/Kitchen
A Child Nutrition employee must be present if a school kitchen is used. The organization using the kitchen will be billed for the employee's time.

Tables and other equipment in the cafeteria are not to be moved without the permission of the principal, the building custodian, and/or a Child Nutrition Services employee.

Cancellations
The School District reserves the right, in the event of an emergency requiring the use of the facility for a school event or due to adverse weather conditions, to cancel the Lease/Use Agreement. All use of schools by outside groups is automatically cancelled when schools must be closed due to inclement weather or other conditions.

Church Services
Church services by established religious groups may be scheduled in school facilities for a period of up to one year with the purpose of providing time to build or acquire their own facilities. In no case, shall the lease extend beyond three years.

Equipment
Equipment belonging to the Sioux Falls public schools is not available for use by non-school groups unless specified in the Lease/Use Agreement.

Rental requests that require use of School District light and/or sound systems are subject to approval on the basis of availability of District employees who are qualified to operate the equipment. The organization using the facility will be billed for the employee's time.

Gymnasiums
Only gym shoes with white or gum-rubber soles are allowed on the gym playing surface.

Folding bleachers and partitions are to be operated only by custodial personnel.

All recreational equipment is to be furnished by the organization using the facility.

If the group is a youth group, the custodian will not permit entry unless the adult leader is present.

Insurance
Organizations/Businesses that use District facilities/properties/equipment must have in force, with insurers licensed to do business in the state of South Dakota, comprehensive general liability insurance with limits of no less than $1,000,000 per occurrence and which includes coverage for defense costs. In addition, every organization/business shall provide, on a replacement cost basis and with limits of no less than $300,000 per occurrence, (1) Damage to Rented Premises coverage or (2) Broad Form or Special Form property insurance that includes as Covered Property any School District property used by the organization/business. Every organization/business shall provide a current policy of insurance establishing these requirements are met prior to using District facilities/properties/equipment. Certificate must list "Sioux Falls School District" as additional insured.

Any person(s), organization or public body using District facilities/properties/equipment is responsible to the District for any and all damages that may be caused by reason of the use or occupancy. "Any and all damages" shall mean replacement costs. The District is not liable in any suit for damages which might arise as a result of such use or occupancy.

Neither the Board, District, nor any officer or employee of the District, is liable for any injury that occurs as a result of the use of the facility/property/equipment regardless of the cause of the injury, including the design, maintenance and condition of the facility/ property/equipment.

Time Limitations
Use of District facilities/properties/equipment for youth-serving organizations or activities involving youth, including school-sponsored parent groups, is not permitted on Wednesday nights between the first and last day of student attendance.

Use of District facilities/properties/equipment for youth-serving organizations or activities involving youth, inclusive of set-up and take-down/clean-up time, on Sundays may occur only between the hours of 11 a.m. to 7 p.m. between the first and last day of student attendance.

Smoking Prohibited
The use of drugs, alcohol and tobacco into school facilities and on school premises is prohibited,

Supervision
All activities must be under the supervision of an adult. When participants are under 18 years old, minimum supervision is one adult to 25 participants.

A custodian must be on duty whenever an outside organization uses public school facilities. The custodian will not permit a group to enter a building unless a Lease/Use Agreement has been signed.