

Facility Usage

CHICKASHA PUBLIC SCHOOLS

APRIL 2024

Goals

Goals:

- Ensure facilities are available for school events
- Work with community members & organizations for utilization of District facilities
- Review and ensure that utility costs for facility usage are covered for the District
- Provide a process that ensured liability coverage

Committee members:

- Jennifer Stegman, Dan Turner, JD Bray, and Rick Croslin

Highlights

Updated regulation in policy (BB-R1)

- new facility rental rates (to help cover utility costs)

Updated Facility Use Agreement

Developed categories for facility usage requests

- School activities, Booster Clubs, Religious Groups, Board Identified groups, Outside Entities (exempt, not exempt, & exempt with exceptions), and Leagues.

Process

- Requests are made to either the Activities/Athletics Office or the Superintendents Office
- Information/Forms will be mailed, emailed, or completed in person after determining type of request being made
- Forms must be completed, signed and returned to Activities/Athletics Office or Superintendents Office

Note: Forms include Facility Usage Agreement, Certificate of Insurance (if requested), and signed calculation usage form

- Forms will be reviewed and sent to appropriate school/department for consideration (scanned and emailed)
- Approved events will be placed on CPS Facility Usage calendar, staff assigned (if needed), and Business office informed (invoice and payment)