

Foundations of Facility Use to Review this Summer

Terms of Use

- ☐ Revisit the district's joint use vision statement
- ☐ Review who is qualified to reserve and all renter and attendee information needed
- ☐ Clarify any facility-specific provisions
- ☐ Update cancellation policies as needed
- ☐ Ensure compliance with local and state laws
- ☐ Review permitted use times
- ☐ Assess liability and clarify qualifications for fully compliant Certificates of Insurance (COI)

Costs

- ☐ Review expenditures needed to keep facilities in a state of good repair
- ☐ Review any costs associated with maintaining your facilities including utilities, maintenance and repairs, custodial salaries, maintenance worker salaries, supplies, and security
- ☐ Reflect on capital costs incurred during the school year

Pricing

- ☐ Compare current facility rental rates with the cost to run the facility per hour
- ☐ Review currently offered amenities and respective pricing
- ☐ Adjust rates with consideration of expenses and budget
- ☐ Review joint use and MOU agreements to ensure consistency with any updated pricing

Stakeholders

- ☐ Consider organizing collaborative facility use committees to review facility use guidelines that accommodate both school district and community needs
- ☐ Establish strategic partnerships with private organizations and companies to support your facility use program