

831 - Use of School Forest Facility

Guidelines for Use of School Forest

1. The purpose of the school forest is to provide for the environmental education needs and other needs of the students in the District. All other uses of the school forest grounds and buildings are deemed secondary. The scheduling of usage shall always be done with this in mind.
2. District officials at all times have full authority to enforce proper and safe conduct of all persons and activities on school property. District officials shall have full and free access to the premises at all times.
3. Only the facilities designated on the School Forest Facility Use Request Form are to be used and only for the purpose indicated therein. School furniture and all other facility equipment shall not be moved without prior consent.
4. Approved requests for building use may not be transferred. Sub-leasing is not permitted. Vendors and concessions are not permitted unless stated on the School Forest Facility Use Request Form, and approved by the District Principal or designee.
5. All youth shall be supervised at all times. There shall be at least one adult supervisor for every 10 youth. Adult supervisors must enforce facility rules and the regulations for fire prevention and personal safety.
6. The Board's drug-free schools, weapons on school property and tobacco use on school property policies must be adhered to at all times on school property. Hunting is not permitted on school forest grounds when in use.
7. Animals are not permitted in the lodge unless for educational purposes. Animals used to aid individuals with disabilities may accompany their handlers.
8. Reservations must be made at least one week prior to the usage date and no more than 180 days in advance.
9. No stay may be longer than three consecutive days and two consecutive nights.
10. A group shall lose its rental privileges indefinitely if it uses the facility improperly, as determined by the District Principal or designee.

11. The individual who signs the School Forest Facility Use Request Form on behalf of the renter group shall be present at the school forest for the duration of the rental period, and agrees to comply with the rules as outlined herein and in Policy, and is responsible for the completion of the required checklist(s).
12. Reservations and payment of fees shall be submitted to the District Principal or designee prior to rental date.
13. Check out time shall be determined by the administration at the time of registration. Keys must be returned to the District Principal or designee at the Elcho District Office before 4:00 p.m. on the Monday immediately following the rental period.
14. A certificate of liability insurance naming Elcho School District and its employees as additional insured shall be required from groups or individuals living outside the district using school forest facilities and grounds. Minimum insurance liability limits of \$500,000 are required.
15. When any group is granted use of the school forest facility and when publicity of that use is disseminated by the news media or other means, the group must agree to fully identify itself and the name of the individual who is the official representative of that group.
16. When the onsite presence of police, fire, or custodial personnel is necessary, the group or individual must pay actual costs for such service.
17. Private schools located within the Elcho School District may be permitted to use school forest facilities for environmental education.
18. If there is a need for firewood the group must supply its own. Wood cutting in the school forest and use of pre-cut wood stores at the facility is prohibited. Wood may be purchased from the school district.
19. Fees shall be charged as follows:
 - a. Groups categorized #2 and #3 shall be charged \$50 for a single day or part of a day (group size must not exceed 40).
 - b. Groups categorized #2 and #3 staying overnight shall be charged \$100 per night (group size must not exceed 36).
 - c. Security Deposit: Groups categorized #2 must submit a separate check for \$100 which will be held by the school district as a security deposit for facility use. Groups categorized #3 must submit a separate check for \$500 which will be held by the school district as a security deposit for facility use. The check will be returned by mail following the rental if there are no costs incurred.

- d. All groups shall be charged the actual cost of repair or replacement of damaged property, and will be billed for cost above the deposit.

Group Categories

Group #1

DEFINITION: Any group whose function is to work with the District for the purpose of improving instruction and student welfare aid which has a direct connection with the District.

NO facility fee charged.

NO security deposit required.

Group #2

DEFINITION: Any group that is non-profit organization and active within the Elcho School District and whose purpose is the promotion of non denominational, non-political service to the community.

Facility fees: \$50/day or

\$100/night

Security deposit: \$100

Group #3

DEFINITION: All other individuals and groups.

Facility fees: \$50/day or \$100/night

Security deposit: \$500

Departure Checklist

In an effort to maintain the quality of the School Forest and the School Forest buildings, the following check out process is in effect. Before leaving the School Forest and/or the buildings, the responsible person must complete the check-out list. The buildings and grounds should be in at least the quality condition as they were found when you arrived. Failure to comply will result in loss of use privileges in the future.

The District Principal or other personnel will double check the condition of the School Forest and the buildings to ensure their good condition. If found in an unsatisfactory condition or if damages have occurred, the user will be assessed the cost of repair aid/or replacement.

Cross Reference:

2nd Rdg. & Adoption: 7/25/2006