

STANDARD OPERATING PROCEDURE COMMUNITY USE OF SCHOOL FACILITIES

Purpose: To establish procedures in which accurate and timely information related to community use of DoDDS facilities is collected, reported and analyzed. This information is vital to the development of an accurate Other User Factor (OUF) as reflected in Interservice Support Agreements (ISAs).

Definition: The Other User Factor (OUF) is an agreed-upon reimbursement rate for the cost of utilities, custodial services, and maintenance and repair associated with community use of school facilities. This reimbursement rate is negotiated and reflected in the Interservice Support Agreements (ISAs) the Isles District has with their respective military services.

Procedures:

1. The school principal is responsible for collecting accurate and timely other user information and submitting it to the District Superintendent's Office (DSO) logistics office twice each school year: ***15 December and 15 June annually.***
2. The activity sponsor is responsible for coordinating with any necessary agencies, This requires obtaining advance authorization vis submission to the School Liaison Office and military commander before requesting use of DoDDS school facilities.
3. Further, the activity sponsor or director is responsible for:
 - picking up and returning keys;
 - leaving the facility in a clean and orderly condition.
 - If the school custodial contractor must clean after use, the organization or responsible individual will be charged for the cleaning expense.
 - turning off lights;
 - securing the building (doors, windows);
 - replacing/repairing or paying for the cost of replacement/repairs to damaged facilities and/or equipment; and,
 - ensuring that food and drink are not permitted in classrooms, halls, and gym
4. Requests for use of school facilities are to be made on the ***Community User's Request for School Facility Use*** (Attachment 1) for all schools. These forms are to be maintained at the school level.
5. Community use of school facilities data will be forwarded to the District Superintendent's Office (Logistics Management Specialist) on the Isles DSO ***Other User Factor Record*** (Attachment 2).

Controls:

1. Annual submission and review of OUF Summary Reports by 1 July.
2. Annual ISA review and appropriate adjustment to ensure all appropriate OUF factors reflect current community use of school facilities.

// original signed //

RONALD G.MCINTIRE
Superintendent

2 Attachments

1. Community User's Request for School Facility Use
2. Summary of Community Use of School Facilities

REQUEST FOR USE OF SCHOOL FACILITIES

It is the Activity Sponsor's responsibility to coordinate with any necessary agencies and to get authorization from the Mission Support Squadron Commander before use of school facilities will be considered

I. REQUESTER'S INFORMATION

1. Sponsor/POC name (Last, First Middle Initial)		2. Duty Phone
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4. Requester's Organizational Address

II. FACILITIES INFORMATION

5. School and Building Number Requested

6. Type of Room Requested (i.e., classroom for 30 students, cafeteria, gymnasium, etc):

7. List room numbers of all rooms requested:

8. List date (YYYYMMDD) and Time (from/to) for Each Room Requested (if different). (Allow sufficient time for setup):

9. Purpose for Request and Use of Facilities:

10. If this Request is for the Entire Year, List the Number of Events and/or Projected Dates (These can be finalized/changed at a later date):

11. List special equipment/furnishing requirements (tables, chairs, sound system, etc.):

12. If available, other facilities must be used first in lieu of DoDDS school space. Please provide a brief explanation of other facilities considered, and a justification for requesting the use of DoDDS school space instead of other alternatives:

III. COMMUNITY USER’S AGREEMENT FOR SCHOOL FACILITY USE
(Non-School Activities)

This request is submitted in accordance with the provisions governing the Community User’s Agreement for use of School facilities. Failure to comply with Community User’s Agreement could result in termination of privileges of facility use.

The Activity Director or Sponsor is Responsible for the Following:

- a. Picking up and returning keys.
- b. Leaving the facility in a clean and neat condition. If the school contract cleaners must clean after use, the organization or person named above will be charged with the expense of cleaning
- c. Turning off lights.
- d. Building Security (lock doors, windows, etc.).
- e. Replacing/repairing damaged facilities and/or equipment.
- f. Ensuring that eating and drinking does not happen in classrooms.

Mandatory Regulations:

- a. Tobacco use is prohibited on school grounds.
- b. Alcoholic beverages may not be consumed on school premises

IV. COORDINATION

13. The outside user must coordinate with the following people/agencies, if applicable:

NAME OF AGENCY		SIGNATURE OF COORDINATOR
Base Private Organization Monitor		
Chapel Administrator/Monitor for Religious Groups		
Cafeteria Manager/Contractor (For kitchen use)		
Mission Support Group – School Liaison Officer		

Notes		
Miscellaneous		
V. ACTIVITY/SPONSOR CERTIFICATION		
<i>I, the Activity Sponsor, acknowledge receipt and understanding of all terms set forth in the Community User's Agreement for school facility use.</i>		
14. Activity Director or Sponsor Signature	15. DATE (YYYYMMDD)	
Return completed form to the School Liaison Office.		
VI. MISSION SUPPORT SQUADRON COMMANDER		
I certify the activity <input type="checkbox"/> is <input type="checkbox"/> is not authorized appropriated fund government support and that other appropriate base facilities are not available to accommodate this request.		
16. Comments		
17. Mission Support Group Commander's Signature or Designated Approving Authority's Signature		
VIII. SCHOOL PRINCIPAL APPROVAL		
The above request is <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
19. Remarks		
20. School Principal's Signature		

