

SCHOOL FACILITIES USE POLICY PROCEDURES

The Wilson County Board of Education has control and supervision of all school facilities in the Wilson County School System and grants the temporary use of them to others as provided herein. The principal has custody of school facilities assigned to him/her by the Board of Education and must have knowledge of the group that wishes to use or rent the facility and must personally approve the person to be in charge of the activity. Use of facilities by the schools and by school related organizations shall take precedence over all other uses.

Organizations using school facilities shall be responsible for the proper conduct of all persons attending the event, for immediate restoration of school property in event of any damage; and shall be required to sign an indemnification and hold harmless agreement.

Recognized non-profit, civic, and church groups* for single engagements may use school facilities provided that such activities do not interfere with school use and that such use is approved by the principal of the school. Other groups shall be approved by the Board of Education upon recommendation of the principal and Director of Schools.

Use of facilities by commercial groups or for political organizations shall be discouraged and permission shall be granted only by approval by the Board of Education upon recommendation of the principal and Director of Schools.

No signs will be permitted on school property for extended periods of time. If a sign is used to promote an event, meeting, church service, etc., it may be displayed 24 hours before the event and must be taken down immediately after the event concludes. No sign may be permanently placed on school property or displayed for more than 24 hours prior to the event.

*Church groups for recreational activities or religious services on a temporary basis while their facilities are being constructed for a maximum of 24 months. If additional time is required, the group must request permission to appear before the Wilson County Board of Education to request an extension.

NON-RENTAL USE OF SCHOOL FACILITIES

When it is clearly indicated that the facilities are utilized for activities related to the school program, no rental fee shall be charged for such usage. Organizations that are civic in nature and whose activities are child and youth centered shall not be charged a rental fee for such usage, provided there is no admission fee for the activity involved. Fund raising events that directly benefit the public school program shall not be interpreted as charging an admission fee. When cafeteria services are needed, the group using the facility shall reimburse the school system for the actual costs incurred. When custodial services are needed at any facility the group using the facility shall ask the school office for contact information on GCA Services to arrange these services. There will be a \$250 flat rate charge for services provided by GCA. Payment for custodial services must be paid directly to GCA and in advance of the event by the group using the facility.

RENTAL USE OF SCHOOL FACILITIES

A rental fee schedule shall apply to the use of facilities for which admission is charged or performers are paid for their services, and any other use not specifically exempt in the paragraph above. In addition to the rental fee, all groups shall be responsible for the actual costs of custodial (as outlined above) and cafeteria services incurred. Rental fees charged shall be based on actual time the facility is in use. This includes any practice or set-up time needed by the group.

The following rental fees shall apply to the area or areas of the building or grounds being used:

AREA	HOURLY FEES	MAXIMUM DAILY FEES
Gymnasiums/Playrooms	\$ 84.50	\$280.00
One Classroom	\$ 26.00	\$ 84.00
Each additional classroom	\$ 19.50	\$ 70.00
Theater/Auditoriums	\$ 97.50	\$315.00
Concession Stands	\$ 39.00	\$126.00
Cafeteria/Commons Areas	\$ 78.00	\$280.00
Kitchens	\$117.00	\$420.00
Lighted Athletic Field	\$117.00	\$280.00
Other Facilities, Fields, Parking Lots	\$39.00	\$140.00

CONDITIONS GOVERNING USE OF SCHOOL FACILITIES

- ❖ An employee of the school system must be on duty whenever an organization or group uses a building.
- ❖ No facility will be used for commercial or personal gain unless fees are paid. This would include activities such as clinics and camps where a registration fee is charged.
- ❖ No facility will be used for any money raising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
- ❖ No out of school group will begin with its activities until school is dismissed in the afternoon and the pupils have left the building.
- ❖ On days when school is closed because of snow or other calamity, all activities scheduled for that day shall be canceled or postponed. Facilities may be opened for scheduled activities when the Director of Schools and/or designee in consultation with the principal grants permission.
- ❖ Private individuals or family affairs (i.e. parties, family reunions, etc.) will not be permitted to use school facilities.
- ❖ No groups will, under any circumstances, tamper with any electrical or heating controls (i.e. electrical panels, equipment rooms, thermostats, etc.).
- ❖ The use of alcoholic beverages, drugs, profane language, or gambling in any form is **NOT** permitted on school property. Use of tobacco products within school buildings or facilities is **NOT** permitted.
- ❖ The principal shall require groups using the school facilities to deposit \$100 to cover any damages that might be done to any property, equipment, or grounds. If there are no damages incurred after the event, the group's deposit will be returned. If there are damages and the deposit does not cover the damages, the school system will bill the group for the difference.
- ❖ Any luncheon, dinner, or banquet prepared in a school kitchen shall be approved by the principal and the Director of Food Services, and shall be under the supervision of one of the regular cafeteria workers. The kitchen shall not be used unless approved by the Director of Food Services.
- ❖ The person in charge of the activity shall be responsible for the conduct of persons attending a meeting in a school facility and shall see to it that activities are confined to the areas covered by the Application for Use and Agreement Form. If the group does not stay in the designated areas of the building or grounds, the group's future use of the school system's building and grounds will not be approved.
- ❖ Facilities will be cleaned by the school system's cleaning staff and must be ready for use for the next day of school following the activity. If more than usual and customary cleaning methods are needed to clean the facilities after the activity, then the school system will have additional charges that will be invoiced to the group using our facilities (i.e., shampooing carpets, scraping up gum, excessive trash causing an extra pickup, floors having to be striped and waxed, etc.). All groups that use school facilities shall be held responsible for any damage or loss incurred as a result of their use.
- ❖ Groups applying to use the school facilities for activities not directly related to the school program shall be required to provide, prior to such usage, a certificate of insurance indicating liability coverage in the amount of at least \$1,000,000 dollars. Such certificate must reflect the Wilson County School System as the certificate holder and must indicate that the Wilson County School System has been added as an additional insured for the duration of the group's use of the facility as specified in the application. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance or show participants liability coverage on the certificate of insurance.
- ❖ Uniformed law enforcement officers shall be hired and present for all sports related activities. Groups must contact city or county law enforcement officials and work out an agreement to have the

appropriate number of officers at their event. If law enforcement officials are not present then school facilities shall not be used. One uniformed law enforcement official must be present for every 150 people present at the event. (i.e., if attendance is 500 then a group must have 3 uniformed law enforcement officials present at the event.) If it is determined that the group has not hired the appropriate law enforcement officials, the future use by the group may not be approved. The school system shall not be held liable or responsible for any unlawful acts that occur as a result of the group's participants or attendees either in the facility or on the grounds of school system property. However, all groups that use school facilities shall be held responsible for any damage or loss incurred as a result of their use.

- ❖ Groups using the building are restricted to the observance of all fire and safety regulations at all times.
- ❖ The Wilson County Board of Education will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergencies.
- ❖ If keys are checked out for facility use, loss of keys will result in a forfeit of the deposit and a re-keying fee of \$50.

UNAUTHORIZED USE OF FACILITY

Anyone using a facility contrary to this policy will be considered an unauthorized user of the facility. The individual(s) will be subject to arrest for trespassing.

HOLD HARMLESS CLAUSE

Any group that uses Wilson County School System facilities or property shall agree to indemnify and hold harmless Wilson County Schools against all claims, demands, suits, damages, or sums of money to any party accruing Wilson County Schools for loss of life or personal injury or property loss or damage from the group's participants or attendees.

APPEALS FOR EVENTS THAT ARE NOT APPROVED

Should any group lodge an objection against a specific use or denial of use of school facilities, such objection is only valid if it is made in writing to the Director of Schools and bears the signature of the individual and/or group of individuals lodging the complaint. At such time as a complaint is lodged, the following shall apply:

- ❖ The Director of Schools will attempt to settle the objection. If not successful;
- ❖ The Director of Schools shall cause said item to appear on the agenda of the next regular scheduled Board Meeting.
- ❖ The Wilson County Board of Education shall determine the validity or non-validity of the complaint. The Wilson County Board of Education shall be the deciding authority, and the Wilson County Board of Education's decision shall be final. Anyone may obtain a written copy of the decision by written request.

PROCEDURES FOR REQUESTING FACILITY USE

- ❖ Contact local school principal.
- ❖ Fill out appropriate application and obtain certificate of insurance. Checks or money orders for security deposit and rental fees should be made out to the Wilson County Board of Education.
- ❖ The school will send the completed application, certificate of insurance, and check or money order to the Central Office all together. Once the application has been reviewed, copies will be mailed to the school, the group/individual requesting use of the facility, and the contact for custodial services.

NON-PROFIT COMMUNITY GROUPS OFFERING PROGRAMS WHICH ENRICH THE CIVIC AND CULTURAL LIFE OF WILSON COUNTY

A charge sufficient to cover part of the usual operating costs shall be made for use of school facilities by non-profit civic, youth, and cultural organizations when the activities are open to the public and when any admission charges are solely for the purpose of supporting and extending the community services of the organization and the usage exceeds four (4) hours per week. If the facilities are used for 4 or less hours the daily maximum rate applies and if they are used for 5 or more hours the special rate applies.

SCHOOL FACILITY	HOURLY RATE
K – 5 and K – 8 Locations	\$7.50
6 th – 8 th Grade Locations	\$7.50
9 th – 12 th Locations	\$9.50

Rental costs may be adjusted where there is evidence that the organization is providing student scholarship funds or other equipment and services that enhance the school and its operations.