



## **ADMINISTRATIVE & TRAINING COMPLEX FACILITIES USE PROCEDURES**

The Wilson County Board of Education has control and supervision of the Administrative & Training Complex (ATC) in the Wilson County School System and grants the temporary use of it to others as provided herein. The Director of Schools or their designee has custody of the ATC and must have knowledge of any group that wishes to use or rent the facility.

The use of the facility by the school district departments, schools and by school related organizations shall take precedence over all other uses.

- Organizations using the ATC shall be responsible for the proper conduct of all persons attending the event, for immediate restoration of property in the 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 the ATC provided that such activities do not interfere with district or school use and that such use is approved by the Director of Schools or their designee. Other groups shall be approved by the Board of Education upon recommendation of the Director of Schools.
- Use of facilities by commercial groups or for political organizations shall be discouraged and permission shall be granted only by approval of the Director of Schools.
- No signs will be permitted on the ATC property for extended periods of time. If a sign is used to promote an event, meeting, 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 the ATC property or displayed for more than 24 hours prior to the event.
- The Facilities Use application along with all required documentation, security deposits, and custodial fees (if applicable) must be received by the Operations Manager at the ATC no later than 10 days before the beginning date of the event in order for the requested use to be considered.

### **NON-RENTAL USE OF THE ATC**

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 or participation fee for the activity involved. Fundraising events that directly benefit the public school program shall not be interpreted as charging an admission fee.

### **RENTAL USE OF THE ATC**

A rental fee schedule shall apply to the use of the facility 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 and cafeteria services (if applicable) that are 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. Groups will be charged based on hourly or maximum daily use rates. Any use of the facility for less than an hour will be charged at the hourly rate.

### **CATERING SERVICES**

Catering services are available. Pricing for these services are separate from regular facility use charges and must be arranged through our Food Nutrition department. Contact information for the Food Nutrition Director is available upon request.

- Catering services are available by the Food Nutrition department for any luncheon, dinner, or banquet. Any event utilizing this service must be approved by the Director of Food Services and shall be under the supervision of one of the regular cafeteria workers. No outside groups are permitted to use the kitchen facilities.
- The person in charge of the activity shall be responsible for the conduct of persons attending an event at the ATC 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 ATC building and grounds will not be approved.
- All groups using the ATC shall be held responsible for any damage or loss incurred as a result of their use.
- Groups applying to use the ATC for activities not directly related to the school district 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. Uniformed law enforcement officers shall be hired and present for all 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 three 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 the ATC property. However, all groups that use the ATC facility 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.

### **UNAUTHORIZED USE OF FACILITY**

Anyone using the ATC 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.

### **PROCEDURES FOR REQUESTING FACILITY USE**

- Contact the Operations Manager of the ATC, complete the appropriate application and obtain a 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 completed application, certificate of insurance, check or money order for custodial fees and security deposit must be submitted to the Operations Manager at the ATC all together. Once the application has been reviewed, copies will be mailed to the group/individual requesting use of the facility and the contact for custodial services and/or cafeteria services. 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.

## CUSTODIAL SERVICES

Custodial services are required for all groups with the exception of any school, district department or ATC related functions. When custodial services are required, the group using the facility will be required to pay a \$250 flat rate charge for the services. Payment for custodial services must be made by check to the custodial company and submitted along with the application.

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

AREA	HOURLY FEES	MAXIMUM DAILY FEES
Commons Area	\$ 109.50	\$328.50
One Classroom	\$ 65.00	\$195.00
Each additional classroom	\$ 55.00	\$ 165.00
Theater/Auditoriums	\$ 122.50	\$367.50
Cafeteria/ Dining Hall	\$ 103.00	\$309.00

### SET UP FEES

Basic	Flat Rate	\$350
Booth	Flat Rate	\$750
AV	Flat Rate	\$250

- Basic Set Up can include, but is not limited to, tables, tablecloths and chairs.
- Booth Setup can include, but is not limited to, tables, tablecloths, chairs and curtains for booths.
- AV Set Up can include, but is not limited to, laptops, microphones, DVD, HDMI cable, VGA cable, conference phone, and clickers.

## CONDITIONS GOVERNING USE OF THE ATC

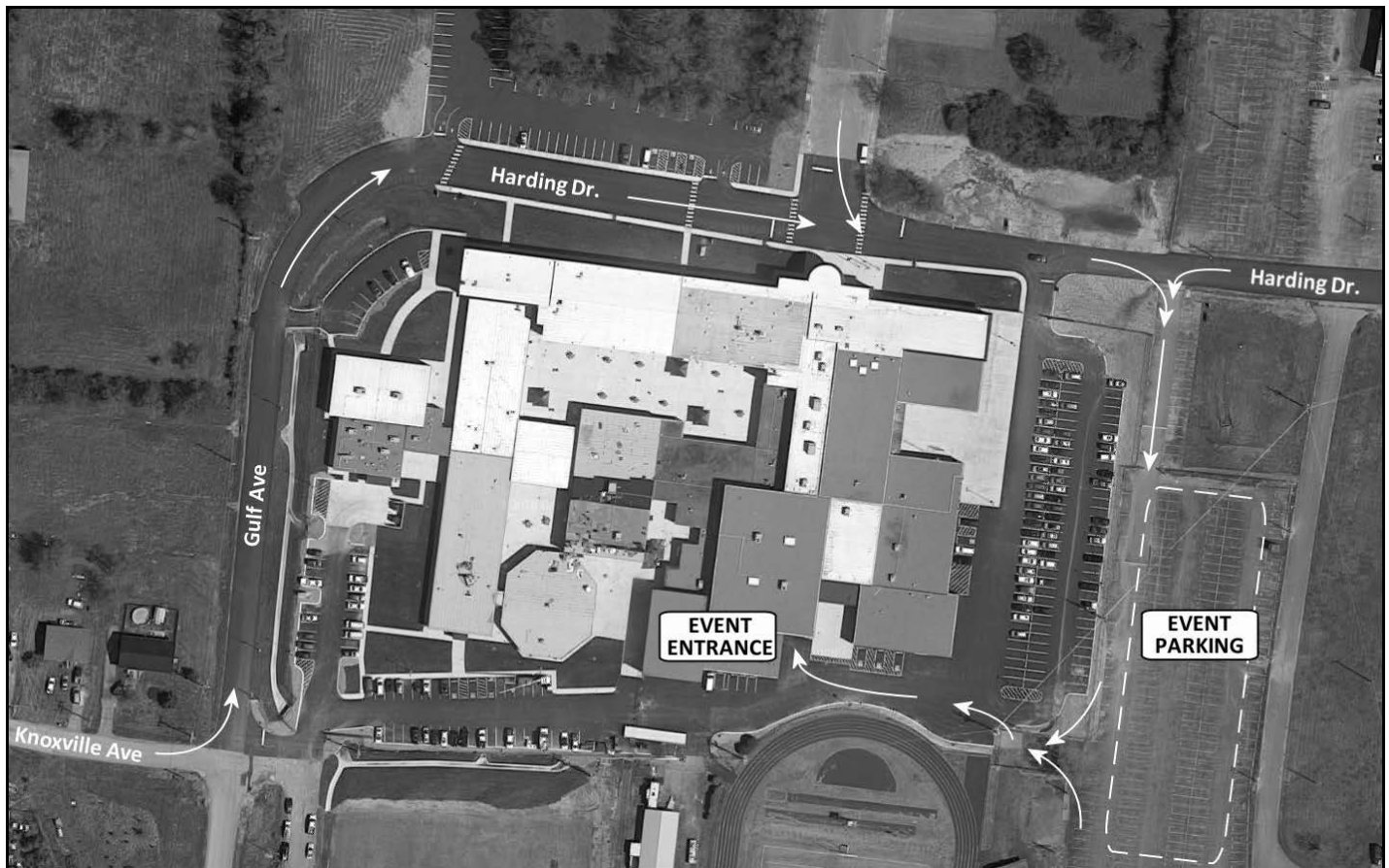
- Wilson County School employees are not permitted to rent the ATC.
- The ATC shall not be used for commercial or personal gain unless fees are paid. This would include activities such as clinics and camps where a registration fee is charged.
- The ATC shall not be used for any money raising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
- On days when the ATC is closed because of snow or other calamity, all activities scheduled for that day shall be canceled or postponed. The ATC may be opened for scheduled activities when the Director of Schools or their designee in consultation with the Operations Manager grants permission.
- Private individuals or family affairs (i.e. parties, family reunions, etc.) will not be permitted to use the ATC.
- 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 NQI permitted on the ATC property. The use of tobacco products within the building or property grounds is NOT permitted.
- The Operations Manager shall require groups using the ATC to pay for the requested use in full no less than 7 days prior to the start of the event. If any additional areas of the facility are used or any damages are incurred to any property, equipment, or grounds, the group will be invoiced and the payment will be due within 10 days following the event.

## **PARKING**

Parking for all events is provided in the event parking area. “Welcome to Event Parking” signs will guide guests to the correct parking lot. Parking in front of the building is prohibited. Vehicles parked in the front of the building will be asked to move or risk being towed at the owner’s expenses.

## **EVENT ENTRANCE**

All guests must enter the Administrative & Training Complex through the “Event Entrance.” Directional signs will be located in the Event Parking area directing attendees to the appropriate entrance.



### **EVENT PARKING LOT / ENTRANCE**

WILSON COUNTY SCHOOLS  
ADMINISTRATIVE & TRAINING COMPLEX  
415 Harding Drive, Lebanon TN 37087

## **APPEALS FOR EVENTS THAT ARE NOT APPROVED**

Should any group lodge an objection against a specific use or denial of use of the ATC 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.



# Wilson County School Nutrition - ATC

Food Service and Catering Agreement Form

Name of Group or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Person Email \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Number of Attendees in Group \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Services Needed: (You will be required to pay for the contracted number of meals. Meals in excess of contracted number will be charged as well. When planning your agenda, please plan for lunch to start at either 11:00 or noon. Arrangements must be made at least 2 weeks in advance.)

Breakfast:    Yes                      No

Time of Meal: \_\_\_\_\_

Continental Buffet - \$5.50 per person

Morning Starter - \$7.50 per person

Hot Breakfast Buffet - \$10.00 per person

Other - price to be determined

Lunch:            Yes                      No

Time of Meal: \_\_\_\_\_

Box Lunch - \$8.50 per person

Other - price to be determined

Other Request: \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Food Service Director \_\_\_\_\_ Date \_\_\_\_\_