

COMMUNITY USE OF SCHOOL FACILITIES

1. General Policy

The Barbour County Board of Education recognizes the interest and the capital investment the county community has in school buildings, grounds, and other facilities and believes that the same will be made available for school and community use in accordance with the provisions of this section.

2. Use of Facilities

2.1. Priorities:

- 2.1.a. Class I: Requirements and activities of the school program shall receive first consideration in the assignment and use of school facilities. No fees for rental, custodial and other supervisory services will be charged.
- 2.1.b. Class II: Functions of Barbour County school sponsored and school- related organizations shall be given priority over non- educationally related and community organizations. Fees for custodial and other supervisory services as necessary will be charged.
- 2.1.c. Class III: Non-profit, community, youth, civic, and recreation-related organizations and functions shall be accommodated as much as possible, subsequent to the stated higher priorities. Public meetings or meetings of other organizations not considered damaging to the image of the school system are also of this classification. Youth groups shall be given consideration over adult groups. A rental fee based on the number of hours of facility use may be charged to all such groups in addition to fees for custodial and other supervisory services as necessary.
- 2.1.d. Class IV: Groups or individuals from outside the school district desiring to use the school facilities will be approved only if the activity to be engaged in is deemed by the administration to provide a community service and to be in keeping with the accepted precepts of the schools and community. A rental fee based on the number of hours of facility use will be charged to all such

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groups in addition to fees for custodial and other supervisory services as necessary.

3. **Authority to grant permission to use and to regulate such use**

3.1. The Superintendent shall have authority to grant permission for facilities use relative to school program activities (Class I). The Superintendent may delegate this authority to any principal with respect to the school under his/her jurisdiction. The Superintendent shall also have authority for all Class II organizations

Upon their approval, the Board of Education shall have authority to grant permission for facilities use relative to functions and programs of non-profit community youth, and civic organizations (Class III); and groups or individuals from outside the school district (Class IV).

3.2. As a condition of usage of gymnasium(s), cafeteria(s), auditorium(s), and/or any other specified room(s), the user is required to assure that parking on the grounds is monitored to guarantee safety for participants in scheduled activities as well as students who may be boarding or disembarking buses during activity hours.

In order to comply with the above, approved building users will be expected to adhere to the following in order to allow emergency vehicles immediate right of way to the closest accessible entrances:

3.2.a. Keep the safety/fire lane open at all times during all events.

3.2.b. Keep all vehicles parked free and clear of all building exits.

4. **Custodian Services**

When the presence of a school custodian is required for Class I facility use, costs for custodial services for will be paid by the Barbour County Board of Education. When the presence of a school custodian is required for Class II, III and IV, the Board of Education will invoice the user for expenses.

Class II and Class III may monitor and clean the facility after using but only with prior approval of the principal. The principal will decide when the presence of a Barbour County employed custodian is required.

5. **Duties and responsibilities of the principal**

The principal shall be responsible for scheduling, overseeing the school plant's use, and for notifying the Central Office of any billable services and rental fees. All payments will be made directly and in advance to the Barbour County Board of Education related to any flat rate and supervisory fee. Advance payment, based on the number of hours requested for the use of facility related to either custodial or cook services, will also be made to the Barbour County Board of Education.

6. **Hazardous Activities**

Individuals, groups, or organizations may not sponsor or conduct activities that may be inordinately hazardous to persons or property. In case of doubt or question, the Board of Education shall render the final decision.

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7. Charge of Admission

An organization or group may charge admission to cover the cost of the event if the following condition is met:

The activity or event does not conflict with any policy rule or regulation of the Barbour County Schools.

8. Fees

8.1. Class I: No fees for custodial and other supervisory services will be charged.

Class II: Custodial charge based on daily pay pro-rated to hourly rate for number of hours worked – overtime rate could be in effect.

Supervisory charge will be a flat rate of twenty dollars (\$20.00) plus benefits per number of hours worked when those services are required.

Upon prior recommendation by the building level administrator and prior approval of the Superintendent, fees may be waived for groups doing community service projects at the facility.

Class III: Custodial charge based on daily pay pro-rated to hourly rate for number of hours worked – overtime rate could be in effect.

Supervisory charge may be a flat rate of twenty dollars (\$20.00) plus benefits per number of hours worked.

Rental fees may be charged at an hourly rate of thirty dollars (\$30.00) per hour. The specific area(s) requested for use must be designated on the Use of Facility form. If other areas are used, the flat rate fee will additionally be charged for that/those areas.

Upon prior recommendation by the building level administrator and prior approval of the Superintendent, fees may be waived for groups doing community service projects at the facility.

Class IV: Custodial charge based on daily pay pro-rated to hourly rate for number of hours worked – overtime rate could be in effect.

Supervisory charge will be a flat rate of thirty dollars (\$30.00) plus benefits per number of hours worked.

Rental fees will be charged at an hourly rate of forty dollars (\$40.00) per hour for the first day. If the use of the facility is for more than one day, a flat rate of \$100 will be charged for use up to and including five consecutive days. The specific area(s) requested for use must be designated on the Use of Facility form. If other areas are used, the flat rate fee will additionally be charged for that/those areas.

For long term use of a facility by a Class IV entity a flat rate of \$100 per week will be charged to help offset utility and other related cost to the county school system.

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Upon prior recommendation by the building level administrator and prior approval of the Superintendent, fees, other than the rental fee, may be waived for groups doing community service projects at the facility.

To cover Classes II, III, and IV, for the purpose of this Policy Community Service is defined as: a donated service or activity conducted at some time during the facility usage that is performed by someone or a group of people for the benefit of the public or its institutions.

When supervisory services are required and the event is of a personal nature to the supervisor, (example: family birthday party) no supervisory fee will be charged.

Individuals, groups, and/or organizations using facilities shall be responsible for paying for custodial services and other services as necessary in advance of the activity.

In the case of kitchen use, school property may be made available only when a regular school cook is employed to supervise and protect the building and equipment. The county staff will be paid by the Barbour County Board of Education at the rates in effect at the time of the activity in accordance with established state law and Board policy. Users will reimburse the Board for any such expenses incurred. Cancellations of facility use requests must be made to the building level administrator before noon of the last working day before the proposed activity or the group may be charged for reimbursement of staff expenses.

On days when school has been canceled because of emergency conditions such as "snow days", the school facilities may not be available and user may be required to cancel or relocate the scheduled event. If the emergency conditions, as determined by an agent of the Board of Education, will not allow for the use of the facility, the scheduled use will automatically be canceled at the school facility and it will be the responsibility of the user to post public notice of the cancellation.

Under no circumstances will school keys be issued to non-staff persons. The building level administrator or designee will be responsible for opening and closing the facility.

Cleaning after use will be the responsibility of the user. User will leave the facility clean and ready for use by the school. If custodial services are required, the user will reimburse the Board for expenses that may be incurred. Equipment or property damage, beyond normal wear and tear, occurring during user's activity will be repaired or replaced from Board funds and user will reimburse the Board for any such expenses.

All services and rental fees will be invoiced from the Central Office and will be paid to the Central Office. The proceeds from rental fees will be shared between the General Fund 50% and the facility being used 50%.

8.2.

8.3 No liability shall attach to this County, or any of its employees and officers, specifically as a consequence of permitting access to these facilities. Those persons or groups granted permission to use school facilities pursuant to this policy shall agree to

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indemnify the County and hold it harmless for any liability arising out of their use of school facilities.

9. Property Damage

Any individual, group, or organization conducting an activity on school property or in school plants shall be fully responsible for any and all damages to and/or losses of school property by either participants or spectators.

10. Tobacco and Alcohol Prohibited

The use of tobacco and alcohol is prohibited on property owned and operated by the Barbour County Board of Education.

11. Application for Use of Public School Facilities

Individuals and/or organizations requesting use of any public school facility shall complete the Application for Use of Public School Facilities. All applications must be submitted to the building principal at a minimum of three weeks prior to the date of the use of the facility. If this application is submitted to the principal outside the timeline, the application will be denied. It is the principal's responsibility to immediately forward the signed application to the Central Office. Any allowed use of a facility by the principal without prior approval from the BOE will result in the school being responsible for any costs associated with payment to Barbour County employees and the potential of the school/principal being held liable in the event of any damage to the facility or injury incurred by individuals using the facility during then unauthorized event.

12. Other

All national and state laws, local ordinances and rules of the police and fire departments must be strictly obeyed.

All meetings, entertainments, dances, etc. must close no later than 12:00 a m. Special permission may be granted by the Superintendent for lock-ins, etc.

The activity conducted in the building or on the grounds shall not be for individual or private gain (If there are special circumstances that could be considered as an exception, please contact the county superintendent).

Source: Board of Education Minutes

Adopted: 04/11/78

Revised: 10/24/16; 09/23/13; 06/14/10; 01/26/04;