

USE OF SCHOOL FACILITIES

GILMER COUNTY SCHOOLS
POLICY MANUAL

APPROVED

JUN 13 1994

GILMER COUNTY
BOARD OF EDUCATION

A. General Policy

The Gilmer County Board of Education oversees the use of public school facilities which have been provided by the people in order that the youth of the community may receive the benefits of a sound educational program.

The complete function of education is not achieved, however, until the school facilities are made to serve the total community.

To accomplish this objective, when possible, use may be made of school facilities for educational, cultural and recreational activities in accordance under the provision of this policy.

B. Use of Facilities

1. Priorities

- a. Class I: Requirements and activities of the school program shall receive first consideration in the assignment and use of school facilities.
- b. Class II: Functions of Gilmer County school-sponsored and school-related organizations shall be given priority over non-educational related organization.
- c. Class III: Nonprofit, community, youth, civic and recreation-related organizations and functions shall be accommodated as much as possible, giving due priorities to class I and II. 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.
- d. Class IV: Groups or individuals from outside the school district desiring to use the school facilities for financial profit will be approved only if the activity to be engaged in is approved by the Board of Education to provide a community service and to be in keeping with the accepted precepts of the school and community. A rental fee as established by the Board of Education may be charged to all such groups in addition to fees for custodial and other supervisory services as necessary. Insurance must be provided by the group.

2. Authority to grant permission to use and to regulate such use.

- a. The principal shall have the authority to approve the use of facilities as they relate to class I (school programs and activities), class II (school-sponsored and school-related organizations) priorities and class III (nonprofit community, civic or recreation related organizations).
- b. Permission to use facilities relating to class IV may be given upon proper written (use official form) recommendation of the school principal, recommendation of the superintendent to the Board, and formal approval of the Board as expressed by minute record.
- c. The superintendent or his designee(s) shall have authority to regulate such activities, except as directed by Board policy: The Board reserves the right to cancel any permission granted.

3. Duties and responsibilities of the principal.

The principal shall be responsible for scheduling and arranging for appropriate supervision of the school plant's use. A usage log will be maintained by the principal or designee.

4. Hazardous Activities

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

5. Charge of Admission

An organization or group may charge admission for an event if the following conditions are met:

- a. The activity or event does not conflict with any policy, rule or regulation of Gilmer County Schools.
- b. The net proceeds will be used to help promote a school, a school-related effort, the endeavors of a nonprofit organization, and/or to assist with projects benefiting the community as a whole, or a rental fee has been paid by a class IV organization, group or individual.

6. Fees

- a. Individuals, groups, and/or organizations using facilities shall be responsible for paying for custodial services and other supervisory services as necessary. The manner in which payment is to be made will be made a part of general regulations pertaining to this policy.
- b. Any individual, group, or organization in the class IV priority being granted permission to use facilities shall furnish liability insurance in the name of the Gilmer County Board of Education in the amount of \$500,000. The sponsor shall file the insurance policy with the Superintendent prior to the use of facility as approved for the protection of both the sponsor and the Board. (See attached form - Agreement of Indemnity)
- c. The Board may approve and periodically revise a fee schedule for use of facilities.

Fee Schedule for Use of School Facilities

I. For Profit Use by Non-School Groups

A. Auditoriums, Gymnasiums, Multi-Purpose Areas

1. Performances \$100. minimum charge or \$25.00 per hour
2. Rehearsals \$10.00 per hour

B. Athletic Fields

1. \$25.00 per hour day use
2. \$50.00 per hour night use

II. Not for Profit use of Athletic Fields

1. .00 per hour days use unless custodian required for clean-up
2. 25.00 per hour night use unless custodian required for clean-up

III. Use of Gymnasium

Recreational use of gymnasium, etc. for non-school groups other than school age children will not be charged an hourly rate. Will be charged for the cost of any employees that may be required. A log of use will be maintained by the principal and/or his designee. The school principal will decide how to manage keys to the facility.

IV. Payment Procedure

All checks are to be made payable to the Gilmer County Board of Education. Sixty percent of funds collected will be retained by the Gilmer County Board of Education and forty percent will be rebated to individual schools for upkeep of facilities. The payment shall be made at the board of education office.

7. Property Damage

- a. Any individual, groups or organizations conducting an activity on school property or in school facilities shall be fully responsible for any and all damages to and/or losses of school property by either participants or spectators.
- b. No changes in school property, or additions to property are to be made without the prior approval of the school principal concerned.

8. General Use of Facility Policy Items

- a. All activities must be under competent adult supervision.
- b. The use of alcoholic beverages, drugs, profane language or smoking is not permitted on school board property.
- c. Any person, group or organization obtaining a permit for use of school facilities shall not assign or sublet to the same. A log will be maintained by the school principal of scheduled facility usage.
- d. Individuals, groups and organization shall be given a list of regulations pertaining to the use of the facility requested.
- e. Failure of an individual, groups, or organizations, to follow Board Policy and/or regulations for use of facilities will result in the withdrawal of the privilege of future use.
- f. Permission forms or facility use logs should be dated and signed by individuals, groups, and organizations. Such forms should list the duties and responsibilities required as a result of obtaining use of school facilities. These permission forms or logs should be retained by the principal in charge of the facility.

Use of facilities
Page five

- g. The size of the participating groups or audience must be restricted to the actual seating capacity of the facilities being used.
- h. Loitering by persons shall be prohibited pursuant to State Code 61-6-14a.

Loitering violates the provision of Code 61-6-14a and thereby constitutes a misdemeanor. Convictions of such shall result in a fine, imprisonment or both.

- i. Groups receiving permission are restricted to the dates and hours approved.
- j. Request for use of school facilities should be made in time to get appropriate and timely approval. If board approval is required, an application is due in the board office on Tuesday before the board meeting prior to use of facilities.

Clean-up:

- k. Individuals, groups and organizations should attend to this very important detail after having had the privilege of using a facility-CLEAN UP! Failure to clean up or to see that this item is taken care of may result in subsequent loss of the privilege of facility use.

**GILMER COUNTY PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES**

Building (or grounds) to be used _____

To be opened at _____ o'clock

Date(s) of activity _____

Performance time from _____ to _____

Date(s) of rehearsals (if applicable) _____ Time _____

Group using facilities _____

Type of activity _____

Please Check: Profit Making Activity _____ Yes _____ No Amount to be charged: _____

If fee is charged, send statement to:

Name _____	Address _____	Phone _____
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Personnel and equipment required

Custodian _____	P.A. System _____
Cook _____	Scoreboard _____
Projectors _____	Bleachers _____
Screen _____	Shower Room _____
Field Lights _____	Other _____

As a representative of the above named organization, the undersigned agrees to the use of the above listed school facilities in accordance with the Gilmer County Policy on Use of School Facilities. Information on reverse side must also be completed as applicable. All activities must be coordinated with building level administrator.

ACTION

Principal: _____ Approved _____ Disapproved Signature _____
Authorized Representative

Signature of Principal _____ Date _____ Address _____

Board of Education: _____ Approved _____ Phone: _____
_____ Disapproved _____ Date: _____

Signature of Superintendent (if Board approval is required) _____ Date _____

(To be completed in duplicate form and returned to Principal 10 days prior to event to insure timely consideration for approval). In the event that Board approval is required applications must be signed by the principal and submitted to the office of the superintendent on Tuesday, prior to the board meeting before the activity.

AGREEMENT OF INDEMNITY - To be signed by all users

The undersigned, in consideration of being granted permission to use Gilmer County School facilities and property, agrees that undersigned shall indemnify and hold forever harmless the Gilmer County Board of Education and its employees against any liability as a result of any accident, injury or other mishap that may occur to anyone during, or as a result of said use of those facilities and property. The undersigned further agrees to defend against any claim brought against the Gilmer County Board of Education or any of its employees as a result of any such accident, injury or mishap.

DATE

UNDERSIGNED

CERTIFICATE OF INSURANCE

To be signed by all non-school profit making users and others as requested.

Undersigned further covenants and agrees that it shall be covered by an appropriate liability insurance policy in an amount of no less than \$500,000 for the purpose of insuring against any injury as a result of any accident or mishap during or as a result of the use of said facilities and property. A copy of said certificate of insurance will be submitted to the Gilmer County Board of Education within 5 days after Board of Education approval. We further understand that failure to submit said certificate will result in cancellation of the activity.

DATE

UNDERSIGNED

pol:3508

Approval for Public Review: 06/13/94