

CODE: V-I-1

ADOPTED: Rev. 5-14-81, Rev. 10-21-96, 11-14-96

REFERENCE: Board of Education Minutes

SCHOOL PROPERTY USE

Groups outside of the schools wishing to use school facilities must secure an **Application/Contract** form from the Superintendent's Office or the Principal's office. The form must be completed in duplicate and first approved by the Principal of the school which is to be used. Principals should keep a roster of all groups and dates of events being held at their schools to avoid any conflicts. Both copies of the application should then be brought to the Superintendent's Office. The Superintendent shall have the authority to grant permission for "routine" and "usual" use of facilities.

All groups must have liability insurance and must pay custodians as stated on the contract.

The Superintendent of Summers County Schools shall have the authority to grant permission for those in categories 2, 3, 4, 5, and 6 below to use school facilities. Those groups that would come under the heading "commercial promotions" must be approved by the Summers County Board of Education. Custodians shall be paid by the group using the facilities if the custodians work beyond their normal duty hours. Custodians shall be compensated pursuant to

18A-4-8a. Those groups that would be classified as "Commercial Promotions" or "Private Groups" may be charged a fee equal to 10% of the "gate receipts". The Superintendent may request that the Board consider requests that might be of a controversial nature and those that are not similar to those which have been granted in the past year.

CLASSIFICATION OF USERS-groups requesting the use of building facilities shall be classified as follows:

1. **Commercial promotions**-any individual or group organized for profit.
2. **Private group**-any group not classified as a service group, but not organized for profit, including religious groups holding regular worship service.
3. **Service groups:**
 - A. Service groups, i.e., Lions, Kiwanis, Rotary, Jaycees, etc.
 - B. Fraternal groups, i.e., Elks, Moose, Masons, Policy, Fire Dept., etc.

C. Church groups, i.e., any group under the direction of a church located in Summers County.

4. Youth and Athletics:

A. Local groups composed completely of young people working under the guidance and supervision of a responsible adult organization.

B. Local youth athletic organizations.

C. Adult athletic organizations.

5. Governmental groups-public meeting directly initiated by the school board, city council, and county commission, etc.

6. Colleges-any group offering classes through an institution of higher education.

RULES

1. Smoking or use of any tobacco products and drinking of alcoholic beverages on school property is prohibited at all times, regardless of function or the group.

2. Applicant and occupants must remain only in the part of the building indicated on the application.

3. The building principal must clear all activities five days in advance of use. The approved application must be completed and returned to the Superintendent's office along with the liability insurance policy. (See sample application and contract on the following page.)

4. All entertainments are to reflect high moral standards and are to be only as stated on application.

5. All applications shall be revocable and shall not be considered as a lease and the Board of Education or its authorized agent may reject any application or cancel any permit.

6. Kitchen facilities may be used providing at least one regular paid food service staff member is available to supervise.

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

8. The principal of the school shall be responsible for selecting the personnel to work or supervise the activity.

SAMPLE APPLICATION

Date: _____

The undersigned hereby makes application on behalf of _____ formed

organization for _____ for permission to use the _____
in

the _____ purpose facility building public school
on _____ from _____

date

time

to _____ A.M.,P.M., for the following purpose.
time

There shall be a charge of \$ _____ for admission. If a charge is made, the proceeds
will be

donated to _____.
purpose

SCHOOL PROPERTY USE

Rental Fee: _____ Name of Applicant _____

Operational Fee: _____ Address _____

Custodial Fee: _____

Total Charges: _____ Phone: _____

Date: _____ Approved: _____

(Principal of School)

Date: _____ Approved: _____

(Superintendent)

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CONTRACT FOR USE OF PUBLIC SCHOOL BUILDINGS

This contract made this ____ day of _____ 19__, by and between the Board of Education of the County of Summers, Party of the First Part, and _____ party of the second part, for use of the _____ for the purpose set forth in the application above, under the rules and regulations laid down by said party of the First Part, agrees to strictly comply with all rules and regulations formulated by party of the First part for the use of buildings; to pay stipulated fee at the time contract is signed; to be responsible for careful use of building and equipment; to confer with the Principal at least five (5) days in advance of the uses; to make good any damages inflicted during the use, including preparation or cleaning up, and to provide the necessary police and fire department personnel.

Party of the Second Part also agrees to pay the additional expense incurred by the use of the schools equipment and for custodial service beyond that provided under the Board of Education rental policy.

Board of Education does not cover liability unless it is a school sponsored activity, therefore, it is the responsibility of the Party of the Second Part to purchase the necessary liability insurance in the amount of \$1,000,000.

Board of Education, Party of the First Part

Date: _____

By: _____

Date: _____ Party of the Second Part

By: _____

