

Policy
Use of School Facilities

Descriptor Code: KG

USE OF SCHOOL FACILITIES
(LEASE AND RENTAL PAYMENTS)

The Richmond County Board of Education will permit its school facilities to be used by associations or organizations located within the county for appropriate activities which do not interfere with any activity of the school system, under the following conditions:

1. School-sponsored activities will have first priority in the use of school facilities. Further, those groups or organizations which exist solely to support the school or a school program, such as parent/teacher organizations and booster clubs, shall have second priority with regard to the use of school facilities. Such groups shall be allowed to use school facilities without rental charge, but subject to established costs.
2. Any other governmental entity in the county or any other public educational institution may be allowed to use school facilities in accordance with this policy or in accordance with any existing intergovernmental agreement between the school system and the other governmental entity.
3. System facilities will not be made available to individuals or families for any use including, but not limited to, funerals, wakes, weddings or family reunions without the prior written approval of the Superintendent after he has consulted with the Board President and Board Attorney.
4. Any organization, association or business located in the county or composed primarily of the county residents may request to use the facilities of the school system by filing with the principal of the school an application on a form prepared and maintained by the school system. The application shall include a fee schedule indicating the facilities of the school subject to use under this policy and the charge or charges associated with that use. These charges shall also include an amount sufficient to pay school system employees for any services, such as custodial, maintenance or kitchen services,

determined by the principal or Superintendent to be necessary in connection with the use of the facility. The form will designate the contact person who will be the person accountable for complying with the requirements of this policy.

5. Permission to use school system facilities does not constitute the endorsement by the Board of Education or the school system of any organization, the beliefs of the organization, nor the expression of any opinion by the organization or any of its representatives.
6. The system reserves the right to withhold approval or to cancel any approved use of school facilities when it is determined that such use would be disruptive to the mission or purpose of the school system or if cancellation is necessary for the best interests of the school system or its students.
7. An application for use of school facilities must be filed with the principal of the school in accordance with this policy at least ten business days in advance of the anticipated use. The application must be approved by the principal and by the Superintendent. Any and all fees due for the use of the facility must be paid at least five days in advance of the use of the facility and a cancellation fee to be stated on the application may be charged if the requested use of the facility is cancelled with less than forty eight hours notice.
8. As a part of the application form, all applicants for use of the facility must execute an agreement to hold the Board of Education harmless from any and all loss or damage that may arise during or be caused in any way by the use of the facility. This hold harmless agreement shall include the indemnification for any damages done to the building or property owned by the Board of Education as well as any claim of damages made by anyone else. Further, the agreement shall include a specific release on behalf of the organization using the facility.
9. The Superintendent may, as a condition of use of the facility, require the organization to secure adequate police protection if deemed necessary in the discretion of the maintenance director or Superintendent.
10. The organization seeking to use the facilities will be required to furnish evidence of sufficient insurance in an amount to protect the school system from liability for any bodily injury or damage to property which may occur during the use of facilities by such group or organization. This requirement may be waived by the Superintendent where he determines, in his sole discretion, that sufficient protection is available in the absence of such insurance.
11. Multi-day or long-term use of system facilities by any organization is prohibited. Any request to use school facilities will be made and approved for only a single day or portion of a day. The only exception to this provision will be when there exists an

intergovernmental agreement such as referred to in paragraph 2 above or when the extended use has been approved by the Board of Education and a proper agreement signed.

12. The organization using the facility is responsible for insuring that the facility is returned in a state of cleanliness and in the same condition as when made available for use. Any and all activities conducted on school facilities shall be in compliance with all local, state and federal laws and shall conform to existing and relevant school board policies. Illegal drugs, alcoholic beverages and all forms of tobacco are prohibited in school facilities and on school grounds.
13. Any failure to comply with the terms of this policy will result in the organization and the designated contact person not being allowed to use school facilities in the future.
14. The Superintendent is authorized to prepare regulations or procedures as may be necessary to implement the provisions of this policy.
15. The document entitled "OTHER RULES AND REGULATIONS APPLICABLE TO ALL RENTERS" will be attached to each rental agreement or intergovernmental agreement.

OTHER RULES AND REGULATIONS APPLICABLE To ALL RENTERS

1. Driving or parking vehicles on running tracks is prohibited. Vehicles should be parked in parking or designated areas. Vehicles parked illegally will be towed away at owner's expense.
2. Tracks inside the stadiums are available for jogging use by the public. Grassed playing fields inside of these tracks are not available for public use.
3. All litter and trash should be placed in containers.
4. All groups must obtain written permission prior to the use of any school facility. Permission may be obtained from the Principal of the individual school, except use of stadiums which must be approved by the athletics consultant for the system and signed by the Superintendent and one board of education officer. Where lights have been installed by the Recreation Department, permission for the use of the lights must be obtained from the Recreation Department.
5. The Board of Education has final jurisdiction over the use of all Board of Education property.
6. The Board of Education will not accept or assume any responsibility for accidents or injuries that may occur during use of any school property.
7. All State laws, local laws or ordinances and appropriate school rules and regulations shall apply to each renter.
8. By way of specification, but not limitation, the following general rules and guidelines shall apply to each use:

- a. Alcoholic beverages shall not be allowed for any function on Board of Education property.
- b. Tobacco use shall be allowed only in designated areas and only by persons old enough by law to smoke.
- c. Since the facilities are school sites, no vulgar, obscene, or sexually explicit acts, language, pictures, books, records, tapes or any other similar items or events shall be allowed or promoted on school board property. In renting the premises, the promoter is agreeing that any use of the facilities shall comport to these rules and regulations; otherwise, the shows can be cancelled, stopped and the promoter prohibited from using school facilities.
- d. At each event the promoter shall make certain that there is adequate police and fire protection as authorized by the appropriate public safety agencies. Failure of any renter or promoter to provide for such police and fire protection shall cause the rental agreement to be declared null and void and the use of the facilities stopped or cancelled.
- e. The Public Safety Department of the Richmond County School System may at any time view any proposed rental of the Board property and make appropriate reports to school officials to ensure that the facilities are used in accordance with this policy and all applicable laws, ordinances, rules or regulations.
- f. The Superintendent or his designee shall approve in advance all non-school sponsored concerts, dances or comedy entertainment and for each such proposed rental the rental proposal shall be submitted to the central office for prior written approval.

- g. Nothing herein shall prohibit the Board of Education from reviewing on its own motion, any particular rental proposal.

THESE RULES SHALL BE ATTACHED TO EACH SHORT-TERM RENTAL CONTRACT FOR ALL SCHOOL FACILITIES AND SHALL COMPRISE A PART OF EACH SUCH CONTRACT. EACH TERM AND CONDITION HEREIN, AS APPLICABLE, SHALL BE BINDING ON THE RENTER.

Richmond County Schools

Date Adopted: 7/20/2010