

COMMUNITY USE OF SCHOOL FACILITIES

Code **KF** Issued **2/08**

Purpose: To establish the basic structure for community use of school facilities.

As a service to the community, the board will allow responsible and properly organized community groups to use school facilities in keeping with the following general policies.

- The board provides public school facilities through the use of taxpayers' funds collected for educational purposes.
- Use of school facilities by the schools and by school related organizations takes precedence over all other uses.
- Requests by local agencies and by other agencies/organizations for the use of facilities for educational purposes take priority over other requests for the use of facilities.
- The board restricts the use of facilities to recognized nonprofit community organizations. The board will not rent any building or part thereof to an individual or group for private or corporate gain, except when the activity is considered to be a desired part of the school curriculum and the school does not offer the activity in its curriculum. This would include activities such as music lessons, art lessons and dance lessons. Both the principal of the school and the superintendent must approve any such use or rental where a profit could be realized.
- The use of a school building, facility or other school property for any non-school purpose must not interfere with the school program.
- A political party or the state election commission may conduct a primary or election, without charge, in a school facility based upon availability as determined by the board.
- Non-school groups may not use school facilities for money-raising events.
- Some city, county and state government entities may use some facilities without charge upon approval of the principal and superintendent.
- Organizations using school facilities are responsible for the proper conduct of all persons attending the event, for providing police protection if needed, for immediate restoration of school property in the event of any damage and for all liabilities of all persons in attendance. The district will set forth all terms in a contract which an official representative of the organization must sign.
- The administration will set up a schedule of fees which takes into consideration the purpose of the event. Fees will be sufficient to cover operational expenses and a reasonable amount for overhead.
- When school facilities are used by non-school persons, a school employee must be present while the facility is in use. The employee's services will be paid for by the group using the facility, except when a primary or election is conducted in a school facility.

PAGE 2 - KF - COMMUNITY USE OF SCHOOL FACILITIES

- Non-school groups wishing to use any school kitchen must have members of the kitchen staff from that particular school present. Kitchen staff members will be paid for their services by the organization using the facility.
- The administration may establish detailed administrative rules pertaining to public use of school facilities in keeping with the above policies. However, the board will not allow groups to use school facilities if they advocate unconstitutional or illegal acts, or if their activities are contrary to the best interests of the public schools or to the educational welfare of its students.
- The board will not allow groups to use school facilities when the proposed function presents an obvious danger to the safety of persons and property.
- The board directs the administration to seek board approval prior to administrative action in any case of doubt.
- No alcoholic drinks will be sold, distributed or used on school property at any time by anyone.

Adopted 1/1/80; Revised 6/19/90, 1/14/97, 9/18/01, 8/21/07, 2/19/08

Legal references:

A. S.C. Code of Laws, 1976 as amended:

1. Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.
2. Section 59-1-370 - Closing of educational institutions on general election day.

B. Court cases:

1. Child Evangelism Fellowship of South Carolina v. Anderson School District Five, 470 F.3d 1062 (4th Cir. 2006).

**SCHEDULE OF CHARGES FOR USE OF
SCHOOL OR DISTRICT FACILITIES**

*All fees must be paid at least five days prior to the date/s facility is to be used. This money is to be paid at the District office. If paying by check, please make payable to Williston School District 29.

There is a flat rate charge of \$100 to offset cost of utilities.

Regular daily rate

<u>Facility</u>	<u>Number of hours</u>	<u>Fee</u>
District auditorium	1 - 3 hours	\$150
<i>For rental of more than three hours, an additional fee of \$35 per hour will be charged.</i>		
Athletic field	1 - 3 hours (with lights)	\$200
	1 - 3 hours (without lights)	\$125
<i>For rental of more than three hours, an additional fee of \$35 per hour will be charged.</i>		
Library/Gym/Cafeteria/Canteen	1 - 3 hours	\$100
<i>For rental of more than three hours, an additional fee of \$35 per hour will be charged.</i>		
Board room	1 - 3 hours	\$75
<i>For rental of more than three hours, an additional fee of \$20 per hour will be charged.</i>		
Classroom (1 - 3 classrooms)	1 - 3 hours	\$75
<i>For rental of more than three hours, an additional fee of \$20 per hour will be charged.</i>		
Maintenance/Cafeteria and/or worker fee	Time & ½ hourly rate per maintenance cafeteria worker	

Rental fees may be waived for non-profit groups and funerals but maintenance and/or cafeteria worker fees must be paid at least five days before the event.

Adopted 1/15/02; Revised 8/21/07, 11/20/12, 04/23/15

CONTRACT FOR USE OF SCHOOL/DISTRICT FACILITIES

FOR USE OF _____ SCHOOL/FACILITY

Name of individual completing application: _____

Street address: _____
City, State, ZIP code

Home phone: _____ Work phone: _____

Organization (if applicable): _____

Street address: _____
City, State, ZIP code

Work phone: _____

Is the organization a nonprofit organization? ___ Yes ___ No

Area(s) requested: ___ High school gymnasium ___ Kelly Edwards gymnasium
 ___ High school cafeteria ___ Kelly Edwards cafeteria
 ___ Middle school/high school canteen ___ Band room
 ___ High school football stadium ___ District auditorium
 ___ Classroom (s): Where and how many? _____

<u>Day</u>	<u>Date</u>	<u>Length of use (hours)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Detailed description of activities or events for which the facilities will be used: _____

Will admission be charged or contributions solicited for this event? ___ Yes ___ No

If yes, use to be made of proceeds? _____

Will food be served? ___ Yes ___ No

If yes, will use of the facility's cafeteria be required? ___ Yes ___ No

If yes, there must be members of the kitchen staff from that particular school present. Kitchen staff members will be paid for their services by the organization using the facility.

If yes and use of the facility's cafeteria is not required, how will food be provided? _____

Attendance expected (indicate number): _____

Signature of building administrator: _____

Date: _____ Time: _____

(This must be done before contract approval.)

- The user agrees to abide by all board policies, rules and regulations governing the use of school facilities.
- The user agrees to pay the rental fee prior to the date of use. In addition, the user agrees to assume and pay to the district the cost of replacing or repairing any damage to school property.
- The user agrees to exonerate, indemnify and hold harmless Williston School District No.29, its governing body, the individual members thereof and all district officers, agents and employees from and against any and all claims, loss or damage, incurred for any reason while the above premises are used and occupied by user. The district does not assume responsibility for loss of or damage to, personal property of the user, the organization (if applicable), the participants or guests. The organization will be bound to all terms and conditions of this application and its attachments.
- If determined to be necessary by the school principal, the user will be required to provide, at the user's own expense, security appropriate to the type of program and the estimated size of the audience.
- A responsible district employee, designated by the district superintendent, must be present during the entire time of contracted use.
- No alcoholic drinks or illicit drugs will be sold, distributed or used on school property at any time by anyone.
- Smoking is not permitted in any part of the buildings.
- The district reserves the right to deny any application for any reason and to waive any or all rental fees if such action is in the best interest of the district.
- The district reserves the right to terminate any rental agreement with or without cause.
- Applicants are encouraged to review Williston School District No.29 policy KF prior to completing this application and again upon approval of any application. A copy of policy KF is included with this application and additional copies are available at the applicant's expense.
- This item must be completed by the office of the superintendent and adhered to by the user prior to the execution of this contract.
- When facilities will be used for an event or practice for an event, a certificate of general liability insurance in the amount of \$1 million per occurrence and naming Williston School District No.29 as an additional insured must be presented to the district superintendent by the user prior to use.

Signature of sponsor

Date

Approved: _____
Signature of superintendent

Disapproved: _____

Reason: _____

Date: _____