

Policy Level: <b>BOARD POLICY</b>	Descriptor Code: <b>KG</b>	Effective Date:
Subject: <b>USE OF SCHOOL FACILITIES</b>	Rescinds:	Issued:

Since the schools belong to the people of the school community, and since the plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the conduct and best interests of the school system.

**Community Use of Facilities**

School facilities may be used under certain conditions by recreation departments and legitimate civic groups and organizations located within Heard County for purposes related to or directly connected with community welfare. The Superintendent will review requests for facilities use and has the authority to approve such a request as long as the following conditions are met:

1. The group must complete the Request for Facilities Use and have the principal of the facilities approval for that use.
  - A. Recreational departments shall complete a facilities use form for each sport season. This agreement shall detail the dates and times of the use of facilities. No unscheduled use of facilities will be permitted.
  - B. The Chamber of Commerce and other civic organizations may complete one request per year for scheduled meetings or events.
  - C. Heard County High School Class Reunions will be allowed to use any facility and will only be charged the cleaning fee if they choose not to clean up.
  - D. Any special event not covered under A, B, or C above will require a separate request.
    1. School functions take precedence over any non-school function.
    2. No school facility shall be used for any commercial purpose.
    3. The group using the facility shall be responsible for any damage arising from their use of the facility.
    4. The group using the facility shall hold the Heard County School System and its employees harmless from any claim for property damage or personal injury (including death) resulting from the use of the facility.
    5. The group using the facility shall pay the amount as designated in this policy.
    6. The group using the facility shall be responsible for cleaning the area used or will be billed for the cleaning cost thereof. Cleaning must be done to a level that meets the expectation of the school principal.

The fees below for the use of facilities are based on an event not to exceed three hours. A 25% additional fee shall be charged for each hour or part of an hour over three hours.

Lunchroom or Auditorium	\$100.00
Kitchens	\$50.00
Elementary School Gym	\$100.00

Middle or High School Gym	\$200.00
Stadium or ball field day (no lights)	\$200.00
Night (lights)	\$250.00

\* The Superintendent may waive the above fees for recreation departments and civic groups and organizations located within Heard County.

All use of kitchens shall require employee supervision. The group using the facility shall pay to the Board of Education wages to be agreed upon but no lower than:

Kitchen (food service employee) \$8.50 per hour At least one required

Custodian (school custodial staff) \$8.50 per hour At least one required

School employees providing the supervision may waive the fees required in the above section.

Date Adopted: 11/8/16

Last Revised: