



Department: Finance
Policy Number: BUS-A001
Effective Date: 9/28/09

ADMINISTRATIVE POLICY

COMMUNITY USE OF SCHOOL FACILITIES

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

General

The Director of Schools or designee may grant the temporary use of school facilities to other organizations as provided herein. The Principal or designated Building Administrator has custody of school facilities assigned to him/her by the Director of Schools and must have knowledge of the group that wishes to use the facility and must personally approve the person to be in charge of the activity.

Use of facilities by the schools and by school-related organizations shall take precedence over all other uses.

Organizations using school facilities shall be responsible for the proper conduct of all persons attending the event, for immediate restoration of school property in the event of any damage and shall be required to sign an indemnification and hold harmless agreement and provide proof of liability insurance coverage as outlined below.

Non-profit, civic and church groups and governmental agencies may use school facilities for single engagements provided that the Principal/Building Administrator approves such use. Other groups shall be approved by the Director of Schools or designee upon recommendation of the Principal.

Use of facilities by commercial groups or for political organizations will be discouraged and permission for such use shall be granted only by approval of the Director of Schools or designee upon recommendation of the Principal/Building Administrator.

Use of facilities cannot be approved for a period longer than the current school year.

Non-Rental Use and Associated Charges

Activities directly related to the school program, activities that are child and youth centered and governmental agencies shall not be charged a rental fee for usage. Civic organizations shall not be charged a rental fee for usage, provided there is no admission fee for the activity involved. Fundraising events that directly benefit the public school program shall not be interpreted as charging an admission fee. All groups will be required to reimburse the school system for the actual costs of custodial and cafeteria services incurred.

Rental Use and Associated Charges

In order to offset the expenses incurred by the school system for heating/cooling, lights, water, general maintenance and administrative costs, a rental fee schedule shall apply to the use of facilities for which admission is charged and any other use not specifically exempt in the paragraph above. In addition to the rental fee, all groups will be required to reimburse the school system for the actual costs of custodial and cafeteria services incurred. Rental fees charged will be based on actual time the facility is in use, including any practice or set-up time needed by the group. The rental fee will be charged for each area of the building being used as follows:



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<u>Area</u>	<u>Rental Fee</u>
Gymnasiums/Playrooms	\$100 per hour
Theater/Auditorium	\$85 per hour
Concession Stand	\$25 per hour
Cafeteria/Commons Area	\$85 per hour
Kitchen	\$85 per hour
Classroom/Library	\$60 per hour

Payment for the full amount charged shall be made to the Clarksville-Montgomery County School System (CMCSS) within 30 days of the invoice date. Failure to do so shall result in denial of any future use of school facilities. No payment will be made directly to any individual employee of CMCSS unless the CMCSS employee is also employed by the facility user and is paid in accordance to IRS requirements.

Schools used by organizations required to pay a rental fee will receive 20% of the rental fees collected by the Business Affairs Department for use of that school's facilities.

Conditions Governing Use of School Facilities

- a. An employee of the school system must be on duty whenever an organization or group uses a building.
- b. No facility will be used for commercial or personal gain.
- c. No facility will be used for any fundraising activity unless the proceeds are for approved charitable, educational, character building, or other community welfare purpose.
- d. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be canceled or postponed. Facilities may be opened for scheduled activities when permission is granted by the Director of Schools or designee in consultation with the Principal/Building Administrator.
- e. Private individuals or family affairs will not be permitted to use school facilities.
- f. No group will, under any circumstances, tamper with any electrical or heating/cooling controls.
- g. Organizations permitted to use the school facilities shall observe all regulations prohibiting the use of tobacco products or the use or sale of alcoholic beverages on school premises.
- h. The Principal/Building Administrator will require groups to post a cash bond of \$1000 to cover any damages that might be done to any property, equipment or grounds.



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- i. Use of the school facilities shall not be permitted during the regular school day under any conditions if it in any way interferes with the instructional program.
- j. Any luncheon, dinner or banquet prepared in a school kitchen will be approved by the Principal and Director of Child Nutrition and will be under the supervision of one of the regular cafeteria workers. No kitchen will be used unless approved by the Director of Child Nutrition.
- k. The person in charge of the activity shall be responsible for the conduct of persons attending a meeting in a school facility or using school grounds and shall see to it that activities are confined to the areas covered by the Application for Use of School Facilities and Agreement Form (BUS-F001).
- l. Facilities must be left clean and ready for use for the next day of school following the activity. All groups which use school facilities shall be held responsible for any damage or loss incurred as a result of their use. Any damages assessed will be in addition to the rental fee.
- m. Prior to July 1, 2010, groups applying to use the school facilities for activities not directly related to the school program shall be required to provide, prior to such usage, a certificate of insurance indicating liability coverage in the amount of at least one million (\$1,000,000) dollars. Effective July 1, 2010 a certificate of insurance indicating liability coverage in the amount of at least two million (\$2,000,000) will be required. Such certificate must reflect the Clarksville-Montgomery County School System as the certificate holder and must indicate that the CMCSS has been added as an additional insured for the duration of the group's use of the facility as specified in the application. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance.

Implementing Procedures: BUS-P001 Facilities Use Billing Procedure

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/15/03		Initial Release
9/28/09	A	Church groups removed from groups being discouraged from use and from groups that will not be charged a rental fee. Cash bond in item h (under conditions) increased to \$1000.00, insurance coverage requirement increased to \$2,000,000.00. Addition of general requirement stating that use of facilities cannot be approved for a period longer than 12 months. Fifth line item under "General" removed.

***** End of Policy *****