

<p align="center">CHATTOOGA COUNTY BOARD OF EDUCATION</p>	<p>Descriptor Code: KG</p>	<p>Issued Date: 2/16/88</p>
<p>Descriptor Terms: USE OF FACILITIES</p>	<p>Rescind:</p>	<p>Issued:</p>
<p>The functions of school buildings shall be to accommodate regular school programs for boys and girls and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities. Buildings shall be available for student organizations for extra curricular activities and non-profit student support organizations when approved for use by the principal.</p> <p>The meeting of community needs shall be considered a secondary function; therefore, use of school buildings to meet community needs shall not interfere with regular school programs for boys and girls.</p> <p>Private for- profit organizations shall not be allowed to use school facilities in which to conduct their business without expressed written permission by the principal and the approval of the Superintendent.</p> <p>Neither private individuals, private for- profit organizations nor employees of the school district shall use school facilities for financial gain except under the following conditions:</p> <ol style="list-style-type: none"> 1. Activities are conducted after school hours and do not interfere with routine school activities. 2. Activities are of educational value and are offered to the public in a non-discriminatory way. <p>Any private individual, school district employee or private for- profit organizations desiring to use facilities after the normal school day in order to provide educational opportunities to citizens of the county shall complete an Application for Use of School Facilities. A local non-profit group may petition to the school board for the use of a facility on these grounds. The request must be made on the Application for Use of Facilities and received by the Superintendent or designee forty-five (45) days prior to the intended use along with the Use of Facilities contract and a copy of the 501 (c) 3 tax exempt status verification.</p> <p>Principals shall make provisions for adequate, competent and responsible supervision of school buildings while in use by community groups or individuals. This means that a school system employee must be available for supervision. In any event, a contract with the school system must be executed prior to use by community groups or school. If an employee requires compensation for supervision, remuneration will be paid to the Chattooga County Board of Education at 1.5 times the actual pay base minimum. System employees can mark “volunteer” if they are a member of the requesting organization in lieu of compensation for their time.</p> <p>Pupils and adults, including employees of the Board and visitors to ours schools, shall not use or be in possession of tobacco products.</p> <p>Alcoholic beverages shall not be consumed, displayed or served in public school buildings or on school property.</p> <p>All applications for use of school facilities shall be made at least forty-five (45) days in advance of the proposed activity on a form provided by the school principal.</p>		

THE BOARD INSURES ALL OF ITS BUILDINGS AND THEIR CONTENTS AND OTHER PROPERTY FROM LOSS ON THE BASIS OF REPLACEMENT COST. THE ORGANIZATION SEEKING TO USE THE FACILITIES WILL BE REQUIRED TO FURNISH TO THE SCHOOL PRINCIPAL, EVIDENCE OF SUFFICIENT INSURANCE IN AN AMOUNT TO PROTECT THE SCHOOL DISTRICT FROM LIABILITY FOR ANY BODILY INJURY OR DAMAGE TO PROPERTY WHICH MAY OCCUR DURING THE USE OF FACILITIES BY SUCH GROUP OR ORGANIZATION.

The Application for Use of School Facilities should be submitted to the school principal for his/her recommendation. A contract shall be offered upon approval by the Superintendent. Charges for use of facilities shall be determined at the time the application is submitted and payment shall be paid prior to the commencement of the activity. Remuneration should be made to the Chattooga County Board of Education.

A contract for Use of School Facilities is not transferable from one group to another.

The Superintendent reserves the right to cancel a contract for use of facilities when such action is deemed necessary for the best interests of the public schools.

In case an activity for which a rental fee has been paid is canceled, the fees shall be returned to the organization executing the contract.

When deemed advisable by the principal, police protection shall be specified as part of the rental contract. In such cases, the contracting organization shall be responsible for furnishing the police protection and paying for this service directly to each policeman employed.

Applicants who have been rejected may have the right to appeal at the next scheduled board meeting. The following detail of charges is in effect for the use of facilities. The Board of Education reserves the right to waive any or all of the use of facility charges.

<u>Rental Fees:</u>	<u>Commercial</u>	<u>Non-Profit</u>
Classrooms	\$40.00 per day	\$25.00 per day
Cafeteria (K-8)	\$150.00 per day	\$100.00 per day
Cafeteria (High) Sitting Area	\$300.00 per day	\$150.00 per day
Cafeteria (High) Kitchen	\$100.00 per day	\$50.00 per day
Gymnasium (Elementary)	\$100.00 per day	\$50.00 per day
Gymnasium (Middle)	\$150.00 per day	\$75.00 per day
Gymnasium (High-old)	\$200.00 per day	\$100.00 per day
Gymnasium (High-new)	\$400.00 per day	\$250.00 per day
Football Stadium	\$500.00 per day	\$350.00 per day

Supervision Fee- 1.5 times the actual base pay. Fees based on personnel required.

Janitorial Fee- 1.5 times the actual base pay. Fees based on personnel required.

The use of cafeterias for full meal food service shall require the presence of a regular employee of the cafeteria who will be responsible for equipment, food preparations, etc. The number of additional employees deemed necessary to prepare and serve the meals and to clean the equipment and facilities will be permitted.

Adopted: 05/08/2006

Revised: 09/17/2015

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EXPENSES

Rental Fee \$_____.

Heat/Air for ___ hours \$_____.

Supervision Fee/Volunteer \$_____.

Janitorial Fee \$_____.

Other Approved \$_____.

Total Fees \$_____.

Application Approved _____

Application Denied _____

Signature of Principal

Signature of Superintendent

As the representative for the above named organization, I agree that the organization will be responsible for the cost of repair or replacement of any school equipment damaged beyond normal wear and tear by our use of the facilities. The organization also agrees to pay all fees required for the use of this facility.

_____ Signature of Applicant		
CHATTOOGA COUNTY BOARD OF EDUCATION	Descriptor Code: KG-E (2)	Issued Date: 08/20/2015
Descriptor Terms: USE OF FACILITIES	Rescind:	Issued:
CONTRACT OF AGREEMENT FOR CHATTOOGA COUNTY SCHOOL SYSTEM FACILITY USAGE		
This contract made between _____ hereinafter referred to as Lessee, and Chattooga County School System, herein referred to as Lessor,		
WITNESSED:		
That for the consideration herein stated Lessee is granted permission to use the following:		
Facility/ School:		
Date(s):		
Between the hours of:		
For the purpose of:		
Lessee agrees to pay Chattooga County School System to cover cost of utilities, maintenance, and other expenses as billed according to attached fee schedule, the sum of which, \$_____ is paid herewith. Lessee shall be responsible for any damage to the facility, and will be billed therefore by Lessor.		
In addition to the fees above required, Lessee shall employ not less than _____ policemen to maintain order and control traffic during the time of the use of the property contemplate herein.		
Lessee agrees to indemnify and hold harmless Lessor against any claim for damages or injury to person or property resulting from the use of the premises by Lessee, whether or not such damages result from defects in the premises, negligence of employees of Lessor or otherwise. The Chattooga County Board of Education reserves the right to cancel this contract for use of facilities when such action is deemed necessary for the best interests of the public schools.		
_____ Signature of Lessee		
By _____ Signature of Lessor		

In Witness Whereof, both parties have hereunto set their hands and seals this
_____ day of _____, 2_____.

Signature of Witness